



# Schedule "A" to By-law 93-2021 **Paid Holidays Policy**

Policy # C - WD - 00254

Date Last Reviewed: September 29, 2021

## **1.0 Purpose and Scope**

- 1.1** To set out a procedure regarding payment on statutory and non-statutory holidays.
- 1.2** This policy applies to all full time, part time, contract, temporary, casual, seasonal and student employees that work for the Municipality of Lakeshore.
- 1.3** Where a conflict exists between this policy and a collective agreement, the collective agreement will prevail.
- 1.4** Where a conflict exists between this policy and another policy, the more specific policy shall prevail.

## **2.0 Definitions**

- 2.1 Non-Statutory Holiday** is a holiday that is not designated as a statutory holiday in accordance with the laws of Ontario but is observed by the Municipality as a paid holiday.
- 2.2 Statutory Holiday** is a holiday that is designated as a statutory holiday in accordance with the laws of Ontario and is a paid holiday.
- 2.3 Statutory Holiday Rate** is 1.5 times the regular rate of pay of the employee.
- 2.4 Regular Rate** is the rate of pay the employee receives for their respective assigned position.



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## 3.0 Policy

3.1 The following days are paid holidays:

### Statutory Holidays

New Years Day  
Family Day  
Good Friday  
Victoria Day  
Canada Day  
Labour Day  
Thanksgiving Day  
Christmas Day  
Boxing Day

### Non-Statutory Holidays

Easter Monday  
Civic Holiday  
National Day of Truth & Reconciliation  
Remembrance Day  
Day prior to Christmas Day  
Day prior to New Year's Day

3.2 Two personal paid holidays per calendar year for each full time non-union employee.

3.3 Whenever any of the above holidays fall on a Saturday or Sunday, and are not proclaimed as being observed on some other workday, the following Monday and/or Tuesday shall be deemed to be the holiday.

3.4 In order to be eligible for payment of the above holidays, an employee is required to work the full scheduled shift immediately preceding or the full scheduled shift immediately following the holiday, except where the absence on either or both of these shifts is due to an authorized absence not including leave of absence without pay, as per the *Employment Standards Act*.

3.5 Payment for the holiday shall be at the employee's Regular Rate.

3.6 A student and a part-time non-union employee will receive payment for Statutory Holidays and the National Day of Truth & Reconciliation.

3.7 If a Statutory or Non-Statutory Holiday occurs during an employee's regularly scheduled vacation and if that employee would otherwise be



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eligible for holiday pay, such employee will be paid holiday pay and will receive one additional vacation day off.

**3.8** If an employee requires time off for religious observance which is not designated as a holiday pursuant to this policy, the employee shall take vacation time or unpaid leave.

**3.9** Subject to 3.9.1, should an employee be required to work on a Statutory or Non-Statutory Holiday, the employee will be paid at the Regular Rate in addition to one of the following:

A day off in lieu of the holiday that is mutually agreed upon by the supervisor and the employee; or,

Paid the Statutory Holiday rate for all hours worked on the Statutory Holiday.

**3.9.1** Non-union employees shall be paid at the Regular rate if required to work on a Non-Statutory Holiday.

## **4.0 Responsibilities**

**4.1** It is the responsibility of the Chief Administrative Officer to ensure that the policy is implemented.

**4.2** It is the responsibility of the Workforce Development to ensure that all staff are aware of this policy.

**4.3** It is the responsibility of Payroll to ensure that the employees are paid according to the terms of this policy.

## **5.0 Consequences**

**5.1** Failure to comply with this policy may result in employees not being paid appropriately.

**5.2** Failure to comply with this policy may result in discipline.



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## 6.0 Reference Documents

6.1 *Employment Standards Act.*

6.2 Respective collective agreements administered by the Municipality of Lakeshore.

## 7.0 Communication and Training

7.1 This policy will be posted in a common electronic repository for employees to access.

7.2 Employees will receive communication or training on this policy as necessary.

## 8.0 Review/Revisions

8.1 This policy will be reviewed every 5 years or as changes are required.

### Revision Log:

#	Date Revised	Author	Section	Details of Change
1	May 24, 2006			New policy
2	July 24, 2008			
3	May 18, 2012			Added Family Day
4	September 29, 2021	DL – Workforce Development		Added National Day of Truth & Reconciliation to the list of non statutory holidays  Added clarification of payment requirements

Refer policy questions to: Division Leader – Workforce Development