

| Corporate Policies and Procedures | | | |
|--|-------------------------------|---|--------------------------|
| DEPARTMENT: Human Resources | | | POLICY #: E-02 |
| POLICY: Statutory and Paid Holidays, Full-time Employees | | | |
| DATE: OCT30/91 | REV. DATE: MAR25/09 | COVERAGE: All Full-time Employees | PAGE #: 1 of 2 |

POLICY STATEMENT:

Full-time employees of the County of Renfrew are entitled to a designated number of paid holidays each calendar year. Eligibility is specified below.

PROCEDURE:

1. Consult the appropriate Collective Agreement for any deviations to this policy.
2. The County observes the following as paid holidays for full-time employees:

| | |
|----------------|------------------|
| New Year's Day | Civic Holiday |
| Family Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |

plus, any other day proclaimed hereafter by the Federal or Provincial Government is recognized as an additional holiday.
3. In addition to the holidays listed above, each employee is allowed one (1) additional holiday known as a floating holiday. The date and time for taking this floating holiday is mutually agreed upon by the Employer and employee. A floating holiday cannot be carried over from one calendar year to the next.
4. The additional floating holiday is credited January 1st of each year, as long as the Employee works the full scheduled shift immediately preceding and following January 1st of each year.
5. The following apply to compensation for holidays worked:
 - (a) Employees are paid time and one-half (1 & 1/2) for work performed on the above holidays and in addition shall receive a day off with pay.
 - (b) When a holiday falls during a scheduled vacation period, an additional day off with pay is granted.

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- (c) Any day in lieu of a paid holiday in this Policy is at a mutually agreeable time. If the parties are unable to agree, such days are added to the employee's vacation or weekends off.
 - (d) No more than four (4) days in lieu of paid holidays are accumulated at any time.
6. If a paid holiday is observed on an employee's scheduled day off and the employee does not work on that day, he/she is allowed another day off with pay at a time agreeable to him/her and to the Department Head.
 7. Paid holidays will not accrue or become eligible for payment if an employee is on an unpaid leave of absence (including Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive days leave for illness.
 8. Where a Statutory Holiday falls on a Saturday or Sunday, the County of Renfrew aligns their Statutory Holiday as directed by the *Ministry of the Attorney General* for Provincial Offences Administration.