

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> E-03
<b>POLICY:</b> Statutory and Paid Holidays			
<b>DATE:</b> MAY/87	<b>REV. DATE:</b> NOV25/09	<b>COVERAGE:</b> All Employees other than full-time	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

All staff other than 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 Union Contract for any deviations to this policy.
2. The County observes the following paid holidays for all staff other than 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, all staff other than full-time Employees are entitled to one (1) additional day known as a floating holiday. The additional floating holiday is credited on January 1<sup>st</sup> of each year, as long as the Employee works the full scheduled shift immediately preceding and following January 1<sup>st</sup> of each year. The date and time for taking this 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 following apply to compensation for holidays worked:
  - (a) all staff other than full-time Employees are paid at the rate of time and one-half (1½) for all hours worked on a paid holiday listed above and in addition shall receive a day off with pay; as calculated in Item #5;

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- (b) when a holiday falls during a scheduled vacation period, an additional day with pay is granted;
  - (c) any day in lieu of a paid holiday in this Policy is to be taken at a mutually agreeable time. If the parties are unable to agree, such days are added to the Employee's vacation or weekends off; and
  - (d) no more than four (4) days in lieu of paid holidays are accumulated at any time.
5. All staff other than full-time Employees are compensated for all of the paid holidays not worked and the entitled floating holiday based on the Employment Standards Act pro-rating of 20 work days prior to the holiday and must work the shift immediately preceding and following the holiday.
  6. 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.