

Policy:

The Village of Innisfree recognizes the need to clarify the statutory holidays and other time off work on days that the employee is paid General Holiday Pay, subject to legislation and the conditions outlined herein.

Purpose:

The purpose of this policy is to establish how and when employees are given a day off with pay for certain holidays.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding general holidays.

1.0 Definitions:

- 1.1 **“CAO”** means Chief Administrative Officer pursuant to the *Municipal Government Act*.
- 1.2 **“Full Time Employees”** means an employee working more than 30 hours a week.
- 1.3 **“Part Time Employees”** means an employee working less than 30 hours a week.
- 1.4 **“Temporary Employees”** means an employee working on a short term contract, not permanent.

2.0 Procedure:

2.1 All full time employees are entitled to a day off with pay for the following General Holidays:

- New Year’s Day (January 1)
- Family Day
- Good Friday
- Easter Monday
- Canada Day (July 1)
- Civic Holiday (August annually)
- Labour Day
- Thanksgiving Day
- Remembrance Day (November 11)
- Christmas Day
- Boxing Day

2.2 All part time employees shall be entitled to a day off with pay, pursuant to the *Employment Standards Code & Regulation*.

2.3 Village Council also grants an additional ½ day off with pay at Christmas time and on New Year’s Eve to all permanent employees. This General Holiday will be observed:

2.3.1 On December 24th (Christmas Eve) 12 – 5 PM when Christmas falls on a Tuesday, Wednesday, Thursday or Friday.

2.3.2 On December 31st (New Year’s Eve) from 12 – 5 PM when New Year’s Eve falls on a Monday through Friday.

3.0 Responsibilities:

3.1 The CAO is responsible for ensuring awareness and compliance with this policy.

4.0 End of Procedure: