



## TOWN OF HIGH RIVER POLICY

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Policy Number:	POL-18-104-00
Policy Name:	Statutory Holidays Policy
Related Procedure Number:	N/A
Related Procedure Name:	N/A
Approval Date:	September 28, 2009
Revision Date:	
Policy Category:	Human Resources
Responsible Department:	Human Resources

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### Policy Statement

The Town of High River usually provides paid time off to all full-time and part-time regular employees on the following holidays:

- New Years Day January 1<sup>st</sup>
- Family Day February
- Good Friday March/April
- Victoria Day May
- Canada Day July 1<sup>st</sup>
- August Civic Day August (not legislated)
- Labour Day September
- Thanksgiving Day October
- Remembrance Day November 11<sup>th</sup>
- Christmas Day December 25<sup>th</sup>
- Boxing Day December 26<sup>th</sup> (not legislated).

### *Reason for Policy*

This policy ensures efficient operations of Town facilities and employees.

**Policy Criteria**

A list will be issued by each January, by the Human Resources department which will identify the statutory holidays and the dates to which they apply in that year.

Statutory Holidays must be taken on the day specified. Any statutory holidays that occur on a Saturday or Sunday will be taken on the following Monday, for those employees who only work Monday to Friday.

To be eligible to receive holiday pay, an employee must:

- work your regularly scheduled hours the workday preceding and the workday following the holiday, except where the Employee is absent due to a pre-approved paid absence, such as vacation or illness.
- work 30 days in the last 12 month period preceding the general holiday

Should you be required to work on one of the above listed days you will be paid in accordance with the Employee Association agreement.

An employee shall not be entitled to a day off with pay, or payment in lieu thereof, for the aforementioned Named Holidays while:

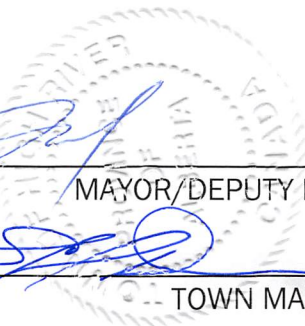
- On layoff; or
- In receipt of compensation from the Workers' Compensation Board; or
- On an unpaid absence; or
- On other reasons of absence in excess of thirty days for any reason; or
- On strike.

**End of Policy**

**Approval**

This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.

September 28, 2009 Meeting of Council  
Resolution #285/2009



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MAYOR/DEPUTY MAYOR

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TOWN MANAGER

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September 28, 2009  
DATE