

HR: BEN05 – Named Holidays

Originated: Sept. 2007
Review: Sept. 2020
Revised: Dec. 2017
Approved: Sept. 2020

POLICY:

The Lac La Biche County Library Board recognizes twelve (12) days as holidays and grants eligible regular full-time and regular part-time employees time off work on these days for which the employee is paid Holiday Pay, subject to the conditions outlined herein.

PURPOSE:

The purpose of this policy is to specify those days which are observed as holidays, outline the eligibility requirements to receive a holiday and to ensure consistent administration related to the observance of holidays. This policy applies to all employees.

DEFINITIONS:

“Holiday pay” means the amount paid to an eligible employee who is given a day off work on a holiday, or a day in lieu thereof, and is an amount equal to their daily wage.

“Wage rate” means the rate an employee is paid by the hour.

The recognized holidays are:

New Year's Day	Victoria Day	Thanksgiving Day
Alberta Family Day	Canada Day	Remembrance Day
Good Friday	Civic Holiday	Christmas Day
Easter Monday	Labour Day	Boxing Day
National Day Truth & Reconciliation		

PROCEDURE

1. Work performed on a holiday must be authorized in advance by the Library Director.
2. All Employees are eligible for Name Holiday pay; unless:
 - the employee does not work the holiday when required or scheduled to do so; or
 - the employee was absent without consent on the last regular workday preceding the holiday or the next regular workday following the holiday

- An employee hired on the first working day following a holiday or thereafter is not eligible for holiday pay for that holiday.
3. Where a holiday falls on a regularly scheduled workday for an employee, the employee shall be granted a day off work with holiday pay equal to the employee's average daily wage. ↑
 4. If the employee works on the holiday, the employee shall be paid holiday pay of at least the average daily wage plus an amount that is equal to one and one-half (1½) times the employee's hourly wage rate for the hours worked on the holiday.
 5. In the alternative, the employee may request to be paid the employee's regular wage rate for each hour worked on the holiday and be granted another normal workday off in lieu of the holiday with holiday pay at least equal to the employee's average daily wage. The lieu day must be taken before the employee's next annual vacation.
 6. Where a holiday falls on a day that is not an employee's normal workday, the employee has no entitlement to take a day off work and no entitlement to receive holiday pay.
 7. Where a holiday falls on a non-working day for an eligible employee and the employee works on that day, the employee shall be paid holiday pay at a rate of one and one-half (1½) times the employee's hourly wage rate for all hours worked on the holiday.
 8. Where a holiday falls during an employee's vacation and the holiday is one to which the employee would have been entitled had the employee not been on annual vacation, the employee shall be given another working day off work as the holiday. The lieu day shall be taken immediately following the end of the vacation period, or on a day mutually agreed to by the employee and employer but not later than the employee's next annual vacation. Holiday pay for the lieu day shall be equal to the employee's average daily wage.
 9. An employee who ceases employment before a day that is substituted for a holiday and who is otherwise eligible for that holiday, shall receive holiday pay in lieu of that substituted holiday.
 10. An employee who ceases employment at the end of the regular work day immediately preceding a holiday which is observed on a normal work day during the same week as the date of termination and who otherwise would normally be eligible for the holiday, shall receive holiday pay in lieu of the holiday in addition to any other wages owing at the time of termination.
 11. Payment or alternative time off will not be made for holidays occurring during a period of leave of absence without pay. ♦

