

1. Purpose

Northern Lights Library System (NLLS) recognizes the importance of statutory and general holidays and ensures compliance with the Alberta Employment Standards Code. This policy defines recognized holidays, eligibility for holiday pay, alternative holiday arrangements, and compensation for working on a holiday.

2. Recognized Statutory and General Holidays

NLLS recognizes the following holidays for all employees:

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

If a statutory or general holiday falls on a Saturday or Sunday, the Executive Director will determine whether the following Monday or another alternate day will be observed by all employees, or if employees may request an alternate day individually.

NLLS will be closed for business during the working days between Christmas and New Year's. Permanent employees who have passed probation will receive these days off with pay, without using vacation or lieu time.

3. Eligibility for Holiday Pay

3.1 Permanent Full-Time & Part-Time Employees

- Employees qualify for statutory holiday pay if they:
 - Have worked for NLLS for at least 30 workdays before the holiday.
 - Have worked their scheduled shifts before and after the holiday, unless on an approved leave.
- Part-time employees will receive holiday pay based on their average daily wage (as per the Alberta Employment Standards Code).

3.2 Casual & Temporary Employees

- Casual and temporary employees are eligible for statutory holiday pay if they meet the requirements under Alberta Employment Standards (e.g., average daily wage calculations).
 - Employees on unpaid leave or who have been absent without approval before or after the holiday are not eligible for statutory holiday pay.
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4. Working on a Statutory Holiday

- Employees required to work on a statutory holiday due to operational needs (e.g., IT support, critical services) will receive:
 - A full day off in lieu (to be scheduled within 30 days, subject to approval by the Executive Director).
 - Employees must receive written request from their manager if they are required to work on a statutory holiday.
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5. Alternate Holiday Requests

- Employees who prefer to observe a different cultural or religious holiday may request an alternate holiday arrangement in place of a recognized general holiday.
- Requests must be submitted to the Executive Director for approval at least two weeks in advance.
- Alternate holiday requests must align with operational needs—employees may only work on an NLLS-designated holiday if there is sufficient work available on that day.
- Approved alternate holiday requests will be taken as a paid day off, provided the employee meets eligibility criteria.

6. Administration & Compliance

- Holiday pay and entitlements will be calculated in accordance with Alberta Employment Standards Code.
- The Executive Director will oversee holiday scheduling, alternate day approvals, and any required operational coverage.
- Employees must communicate any concerns about holiday scheduling with their manager as early as possible.

NLLS Board Chair

Date