

## Policy EMP304: Paid Holidays and Holiday Hours

**Category: Employees**

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**Originated: 2006**

**Revised: Amended 2019**

**Approved: May 2020**

**Future Review: December 2023**

### POLICY

Library staff is entitled to paid holidays as set out by Alberta Employment Standards. Holiday hours are set at the discretion of the Library Board.

### PURPOSE

### RESPONSIBILITY

1. The library will be closed on the following named holidays. Employees are entitled to one day's paid leave for each of:

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

2. For the Easter weekend, the library will close on the Saturday and Sunday to allow for a long weekend for employees.
3. On New Year's Eve the library will close at 3:00 p.m.
4. If a named holiday falls on a regular day of operation, the library will be closed. If it falls on a weekend the library will be closed the following Monday.
5. Winter hours will start the Tuesday after Labour Day. Summer hours start July 2.

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6. The library will be closed on the named holidays listed above and full-time employees scheduled to work in their regular rotation will be paid for the hours they would have normally worked.

#### **DEFINITIONS**

#### **PROCEDURE**