



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul wishes to outline holiday benefits offered to employees.

POLICY STATEMENT:

- 1) The County will observe the following statutory and non-statutory holidays for all staff:
 - a) New Year's Day
 - b) Family Day
 - c) Good Friday
 - d) Easter Monday
 - e) Victoria Day
 - f) Canada Day
 - g) Heritage Day
 - h) Labour Day
 - i) Thanksgiving Day
 - j) Remembrance Day
 - k) Christmas Day
 - l) Boxing Day
- 2) In the event that a statutory holiday except Remembrance Day, falls on a normal rest day or days, then the following normal work day or days shall be deemed the statutory holiday.
- 3) The County Office and Public Works Shop shall be closed at Noon on Christmas Eve. Employees will be given the afternoon off with pay on Christmas Eve.
- 4) The County Office and Public Works Shop will be closed to the public between Christmas Day and New Year's Day. With the exception of the holidays listed in this Policy, the Office and Shop will remain open for regular work duties during this period.



- 5) The County will provide employees with a minimum of four consecutive days off in December including Christmas Day, Boxing Day, and two floater days. The exact dates of this period will be determined annually by Council resolution.
- 6) On days not deemed as floater days, employees will be required to report to work on the remaining days prior to New Year's Day. If employees desire more time off, they will be required to use overtime, holidays, or submit a written request to their immediate supervisor to take the time off without pay. Employees will direct their requests for any additional time off to the Chief Administrative Officer or their designate.
- 7) Any employees who are required to work on a statutory holiday shall be entitled to a day in lieu.

