

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



HR-30 General and Declared Holidays Policy

Department: Human Resources

POLICY OBJECTIVE:

The County of St. Paul wishes to establish **General and Declared** holiday benefits offered to employees.

POLICY STATEMENTS:

1.0 Definitions

1.1 The following terms shall be defined as follows:

- (a) “Declared Holiday” means a general holiday designated by the County and includes Easter Monday, Heritage Day, and Boxing Day;
- (b) “Floater Day” means a paid day off from work that is granted by an employer in addition to the paid holidays observed during a calendar year;
- (c) “General Holiday” means a general holiday listed in the *Alberta Employment Standards Code*; and
- (d) “Supervisor” or “Immediate Supervisor” means the managerial or supervisory employee to whom the employee would normally report.

2.0 Statutory **General** and Declared Holidays

2.1 Employee eligibility and compensation for general holidays will be in accordance with the *Alberta Employment Standards Code*, as amended from time to time. When eligible, an employee will receive compensation for general holidays on both General and Declared Holidays. Working on a General or Declared Holiday must be approved by the employee’s Supervisor prior to being worked. ~~Employees shall receive wages for any or Declared holiday in accordance with the Alberta Employment Standards Code as revised from time to time.~~

2.2 The County will observe the following ~~statutory and non-statutory~~ **General and Declared** 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; and
- (l) Boxing Day.

2.3 In the event that a ~~statutory~~ **General or Declared** Holiday falls on a normal rest day or days, then the following normal workday or days shall be deemed a ~~statutory~~ **General or Declared** Holiday.

3.0 Christmas Break

3.1 The County Office and Public Works Shop shall be closed at Noon on Christmas Eve ~~through to New Year's Day. Employees will be given the afternoon off with pay for the County Office and Public Works Shop Christmas Eve closure unless this it is has been~~ provided as a Floater Day, ~~as determined annually by Council resolution. If required to work, employees will be given the afternoon off with pay on Christmas Eve.~~

3.2 The County will provide employees with a minimum of four consecutive days off in ~~December~~ **over the Christmas break period** including Christmas Day, Boxing Day, and up to **a maximum** of two Floater Days if required. The exact dates of this period will be determined annually by Council resolution.

3.3 During this same period identified in section 3.1 of this policy, where an employee desires to take time off in addition to the General or Declared Holidays or Floater Days as identified in section 3.1 of this policy and as determined and approved by Council resolution, an employee must submit a written request to their Immediate Supervisor to take time away from work. The employee may request use of any of the following no later than December 1st of each year: vacation time if available to the employee, banked time in lieu of overtime if available to the employee, or time off without pay. Any approval for time off during the time identified in section 3.1 of this policy will be subject to both the availability of time off options to the employee and the operational requirements of the County.

~~3.3 The County Office and Public Works Shop shall be closed to the public between Christmas Day and New Year's Day. Except for the holidays listed in this Policy, or any Floater Days approved by Council annually, the Office and Shop will remain open for regular work duties during this period.~~

~~3.4 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 designee.~~

3.4 Hourly employees shall be paid for any Floater Days **as regular wages for a regular workday** as this time is not included in the vacation **General and Declared Holiday** pay calculated on each pay cheque.

4.0. Banking Time on Holidays

~~4.1 Management employees who are required to work on a statutory holiday shall be entitled to bank hours at a rate of one hour to one hour.~~

~~4.2 All other employees shall be entitled to pay at time and a half for hours worked on a statutory or Declared holiday. Under no circumstances shall time worked on a statutory or declared holiday be banked.~~

4.0 Floater Days

b) ~~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.~~

Council Approval: September 14, 2010
Amended: March 10, 2015
Amended: November 8, 2016
Amended: December 19, 2017
Amended: December 11, 2018
Amended: October 8, 2019