



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

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

1.0 DEFINITIONS

1.1 The following terms shall be defined as follows:

- (a) “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.

2.0 STATUTORY AND DECLARED HOLIDAYS

2.1 Employees shall receive wages for any statutory or declared holiday in accordance with Employment Standards.

2.2 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

2.3 In the event that a statutory holiday falls on a normal rest day or days, then the following normal work day or days shall be deemed a statutory holiday.

3.0 CHRISTMAS BREAK

- 3.1 The County Office and Public Works Shop shall be closed at Noon on Christmas Eve unless it is provided as a Floater Day. If required to work, employees will be given the afternoon off with pay on Christmas Eve.
- 3.2 The County Office and Public Works Shop shall be closed to the public between Christmas Day and New Year's Day. With the exception of 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.

4.0 FLOATER DAYS

- 4.1 The County will provide employees with a minimum of four consecutive days off in December including Christmas Day, Boxing Day, and up to two Floater Days if required. The exact dates of this period will be determined annually by Council resolution.
- 4.2 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 designee.
- 4.3 Hourly employees shall be paid for any Floater Days as this time is not included in the vacation pay calculated on each pay cheque.

5.0 BANKING TIME ON HOLIDAYS

- 5.1 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.
- 5.2 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.

COUNTY OF ST. PAUL NO. 19
DEPARTMENT: HUMAN RESOURCES
COUNCIL APPROVAL: SEPTEMBER 14, 2010
AMENDED: MARCH 10, 2015
AMENDED: NOVEMBER 8, 2016
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