

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PE-09			Named Holidays
Approval	D/M/Y	Resolution #	
Adopted	24/06/02	02.192	
Amended	28/11/16	16.332	

STATEMENT:

The Town of Vulcan requires a policy that stipulates the holidays for which Employees shall receive as Statutory Holidays.

1. Policy

1.1 The following shall be holidays for which Employees shall receive eight (8) hours regular pay:

**New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day**

**August Civic Holiday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day**

and all holidays declared or proclaimed by the Town of Vulcan, the Province of Alberta or the Dominion of Canada, except where such proclaimed holiday is declared in lieu of one of the above named holidays.

- 1.2** The Employees must have worked for the Employer for a total of thirty (30) working days during the previous twelve (12) months.
- 1.3** The Employee shall not have absented themselves from work without the consent of the Employer on either the last regular working day preceding or the first regular working day following the general holiday.
- 1.4** Where an Employee is unable to work as required, pursuant to item (1.3) above, because of illness or injury, the Employee, upon provision of a medical certificate, certifying that the Employee was unable to work, shall not be disqualified from payment.
- 1.5** When an Employee is in receipt of Workers' Compensation Benefits and a holiday falls within this time period the Employer will not pay the Employee for the holiday.
- 1.6** If an Employee is required to work on any of the above mentioned holidays, they shall be paid the regular day's pay for the holiday, plus double time (X2) for all time worked.

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- 1.7** If a Statutory Holiday falls on an Employee's regular day off they shall be entitled to an extra day's pay for the same or be given a day off with pay in lieu, the day off to be arranged at the mutual convenience of both parties.
- 1.8** The Vulcan Arena will be closed for Remembrance Day on November 11th until 3:00 p.m. to allow Town employees to take part in Remembrance Day ceremonies.

- END OF POLICY-

