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**POLICY NO: 202**

**CATEGORY: DESIGNATED HOLIDAYS**

**DATE OF APPROVAL: MAY 27, 2013**

**DATE OF REVIEW: February 28, 2022**

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The following days shall be designated holidays:

1. New Year's Day
2. January 2<sup>nd</sup>
3. Alberta Family Day
4. Good Friday
5. Easter Monday
6. Victoria Day
7. Canada Day
8. Heritage Day
9. Labour Day
10. Reconciliation Day
11. Thanksgiving Day
12. Remembrance Day
13. Christmas Day
14. Boxing Day

No reduction shall be made from the pay of an employee who does not work on any of the designated holidays provided the employee is entitled to receive pay for his/her full shift immediately following the holiday.

When an employee is required to work on a holiday, he/she shall be paid for all hours worked at one and one (1 ½) times his straight time hourly rate of pay or a minimum of three (3) hours of work at minimum wage, which ever is the greater, in addition to the pay he/she would have been granted had he not worked on the holiday.

When a day designated as a holiday coincides with an employee's day of rest, the holiday shall be moved to the first day following the holiday on which the employee is either entitled to receive pay or is scheduled to work.

When a day designated as a holiday for an employee is moved to another day:

- 1) work performed by the employee on the day from which the holiday was moved shall be considered as work performed on a day of rest.
- 2) work performed by an employee on the day to which the holiday was moved shall be considered as work performed on a holiday.



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### Designated Holidays – continued...

When a designated holiday or day to which a holiday has been moved coincides with a day of vacation leave, the employee shall have the following options:

- i) the day shall count as a day of vacation leave and the employee shall be entitled to one (1) day's pay in recognition of the holiday,

OR

- ii) the day shall not count as a day of vacation leave and the employee shall be entitled to another day of vacation leave at a later date approved by the Employer.

When a designated holiday or a day to which a holiday has been moved coincides with a day of leave with pay other than vacation leave, the holiday shall not count as a day of leave.