



LAC LA BICHE COUNTY PROCEDURE

TITLE: Statutory Holiday Standard Operating Procedure

PROCEDURE NO: CS-03-016-14

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

1.0 General Guidelines

Lac La Biche County considers the following to be Statutory Holidays:

- New Year's Day
- Alberta Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labor Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- Christmas Floater

The 'Christmas Floater' shall be observed as follows:

- On December 24 if Christmas Day falls on a Tuesday, Thursday, Friday or Saturday;
- On December 27 if Christmas Day falls on a Monday or a Wednesday;
- On December 28 if Christmas Day falls on a Sunday.

Lac La Biche County provides the following general and declared holidays for its permanent, term and seasonal employees provided: (1) they have worked on the holiday if scheduled to do so or are not absent without the County's consent, and (2) they have worked for Lac La Biche County for 30 work days or more in the twelve months preceding the holiday.

In the case of a part-time or casual employee, the employee must have worked on the same day of the week as the day upon which the holiday falls for no less than 5 of the 9 weeks preceding the work week upon which the holiday falls, to qualify for time off with pay for the holiday.

If a holiday falls on a day that would normally have been a work day for the employee **and** the employee works on the general holiday, the County will **either**:

- pay the employee his or her regular wage rate and an amount which is 1.5 times the employees wage rate for each hour the employee works on the holiday, **OR**
- pay the employee his or her regular wage rate for the time worked on the holiday **and** give one day's holiday with pay at a later date at the employee's regular wage rate.

If a permanent, term, seasonal or casual employee worked an irregular schedule during at least 5 of the last 9 weeks before the holiday, and the employee regularly worked on the day of the week that the general holiday falls, the holiday is to be considered a day that would normally have been a work day for the employee and will be compensated as noted above.

If a general or declared holiday falls on a non-work day (i.e. Saturday or Sunday), the holiday will be observed the following work day or days (i.e. Monday, Tuesday).

When possible, the County will make **a reasonable effort** to provide staff with advance notification of changes to the work week and/or hours of work in unusual or emergent circumstances - however, it may not be possible to do so in all cases

Qualifying Days - Employees must work their last complete scheduled working day before and their first complete scheduled working day following the holiday in order to be eligible for holiday pay. Any absence during these qualifying days will require documentation (e.g. medical note, police report) stating why the employee was unable to work (e.g. absence due to illness or injury, jury duty, bereavement and approved leave of absence).

Any overtime shifts accepted by an employee, either before or after the holiday, become the scheduled working day for eligibility purposes. Working on a holiday does not substitute for the before/after eligibility.

Should the day(s) immediately before the holiday be scheduled vacation time, then the day before the vacation becomes the qualifying day for holiday pay. The same applies following a holiday.

2.0 Payment Provisions

- In order to be considered eligible for statutory holiday pay, an employee is required to be employed by Lac La Biche County for 30 calendar days or more in the 12 months before the holiday occurs.
- An employee will not be eligible to receive holiday pay if he/she does not work on the holiday when required or scheduled, or if he/she is absent from work on the regularly scheduled day before or the regularly scheduled day after the holiday. The employee will still be eligible if he/she receives the County's permission for the absence.
- Any Lac La Biche County staff member who is required to attend and perform work on a recognized statutory holiday shall be paid at a rate of 1.5 times his/her regular wage for all hours worked. In addition, the employee will receive an average day's pay or receive a substitute paid day off. An average day's pay will be calculated by adding the regular

wages earned during the 9 weeks leading up to the holiday, divided by the number of days worked during the 9 week period.

- Part-time employees will be provided with statutory holiday pay in an amount determined by averaging their hours using the same method as full-time employees.
- In the event that a statutory holiday occurs during an employee's annual vacation on a day they would have worked, their vacation may be extended by one day, or the statutory holiday would not be deducted from the employees' accrued vacation days. The employee and County can agree on a future date in lieu of.
- In the event that an employee is away on an unpaid leave of absence, away while receiving Worker's Compensation benefits or on Long Term Disability at the time of the statutory holiday, the employee shall not be eligible for holiday pay.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date