

PAID HOLIDAYS

Effective Date: November 12, 2003

Originating Office: Human Resources

Supersedes /Amends: April 22, 2002

Policy Number: HR-12

SCOPE

This policy applies to all employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

DEFINITION

For the purpose of this policy, the following definition applies:

A “paid holiday” is a 24-hour period which begins at 12:01 a.m. on any of the established days.

POLICY

Permanent and Temporary Employees

1. The following days have been designated as paid holidays:
 - a. New Year’s Day and January 2
Good Friday and Easter Monday
Victoria Day
La Fête Nationale
Canada Day
Labour Day
Thanksgiving Day
Christmas Eve, Christmas Day, Boxing Day
Any other day when the University is closed
 - b. Depending upon academic and administrative circumstances, the University grants additional days off over the Christmas period as the University is normally closed from December 24 until the regular time for opening on January 3. However, special considerations may require the opening of some University

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facilities during this period. An announcement will be made in advance informing of the period of closure for a given year.

2. If a paid holiday falls on a Saturday or a Sunday, it is moved to the nearest Friday or Monday, as determined by prevailing business practices.
3. Employees assigned to continuous operations observe the statutory holiday on the calendar day of the holiday and the provisions of paragraph 2 of this policy do not apply to them.
4. The University respects recognized religious holidays not outlined in paragraph 1 of this policy and grants a leave with or without pay at the discretion of the immediate supervisor in consultation with Human Resources upon request provided reasonable notice is given.

Casual Employees

5. The following days have been designated as paid holidays in accordance with the provisions of the Act respecting Labour Standards:
 - a. New Year's Day
Good Friday
Victoria Day
Canada Day
Labour Day
Thanksgiving Day
Christmas Day
 - b. An employee will be paid 1/20 of the earning for the four-week period prior to the holiday. Earnings exclude any overtime payment.
6. La Fête nationale (St-Jean Baptiste Day)
 - a. La Fête nationale is a paid statutory holiday and all temporary employees are compensated if they satisfy the provisions of the paragraph below and of paragraph 8 of this policy.

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- b. To be compensated for this holiday, an employee must have been entitled to wages for at least ten (10) days for the period from June 1st to June 24th; compensation for this day is equal to the average of the daily wages, determined on the basis of the complete pay periods in the three (3) months preceding the 24th of June.
7. The University respects recognized religious holidays not outlined in paragraph 5 of this policy and grants a leave with or without pay at the discretion of the immediate supervisor in consultation with Human Resources upon request provided reasonable notice is given.

PROCEDURE

8. When the services of a permanent or temporary employee are required on a paid holiday, compensating time off is granted. If the schedule does not permit two compensating days off, overtime is paid at twice the normal hourly rate.
9. When a paid holiday falls within a vacation period, it shall not be counted as part of the vacation entitlement.