



Sunbury-York South Rural Community Statutory Holiday Policy

1. Purpose:

The purpose of this policy is to establish paid statutory holidays for Sunbury-York South Rural Community (SYSRC) employees and the conditions for qualification of paid statutory holiday entitlement.

2. Responsibility:

The Office Administrator is responsible for ensuring this policy is followed.

3. Statutory Holidays:

The following are paid statutory holidays for SYSRC employees:

New Year's Day

Family Day

Good Friday

Easter Monday

the day fixed by proclamation of the Governor in Council for the celebration of the birthday of the Sovereign (Victoria Day)

Canada Day

New Brunswick Day

Labour Day

National Day of Truth and Reconciliation Day

the day fixed by proclamation of the Governor in council as a general day of thanksgiving (Thanksgiving)

Remembrance Day

Christmas Day

Boxing Day

And any other day proclaimed as a statutory holiday by the Government of Canada and/or Province of New Brunswick.

When any statutory holiday (except Christmas Day and Boxing Day) falls on a weekend, the statutory holiday is observed on the day proclaimed by the Province of New Brunswick.

4. Christmas Day and Boxing Day:

When Christmas Day and/or Boxing Day fall over a weekend, the employees shall have following days off:

- a) Christmas Day falls on a Friday and Boxing Day falls on a Saturday, employees will have that Friday and the following Monday off.
- b) Christmas Day falls on a Saturday and Boxing Day falls on a Sunday, employees will have the following Monday and Tuesday off.
- c) Christmas Day falls on a Sunday and Boxing Day falls on a Monday, employees will have the following Monday and Tuesday off.

5. Qualification of Paid Statutory Holiday:

For an employee to be paid for a statutory holiday, the following qualifications must be met:

- a) Qualify for statutory holiday pay in accordance with the *Employment Standards Act*, by being employed for at least 90 calendar days within the 12 months before the statutory holiday and worked their scheduled day before and after the statutory holiday; or
- b) Unless otherwise stated in their employment contract.

When a statutory holiday occurs when an employee is on sick or vacation leave, the paid holiday is considered granted and no deduction is made from the employee's sick or vacation leave credits, provided they have met the qualifications set out above.

6. Effective Date:

This policy will come into effect upon approval and adoption of Council.

7. Changes or Amendments:

No change or amendment to this policy will be effective unless it has been approved and adopted by resolution of Council.