## GENERAL HOLIDAYS POLICY

[Organization Name] is committed to upholding employment rights as established by the *Nunavut Labour Standards Act* (the Act). Specifically, [Organization Name] will ensure that it adheres to the provisions established for General Holidays in Nunavut.

GENERAL HOLIDAYS

1. New Year's Day
2. Good Friday
3. Victoria Day
4. Canada Day
5. Nunavut Day
6. The first Monday in August
7. Labour Day
8. National Day for Truth and Reconciliation (observed on September 30)
9. Thanksgiving Day
10. Remembrance Day
11. Christmas Day

POLICY

[Organization Name] will ensure that qualified employees, as defined by the Act, who are entitled to take these days off will be compensated with the appropriate holiday pay.

Working on a General Holiday

As needed, [Organization Name] may request that employees work on the day of the general holiday and be paid time and one-half their regular rate of pay for their hours worked.

Alternatively, an employee who is required to work on a general holiday shall be entitled to a day off with pay at another time that is not later than the employee's next annual vacation. That alternate day will be their general holiday day.

An employee who is not required to work on a general holiday may not be forced to work on another day that would normally be their non-working day in the same week unless they are paid at least twice their regular wage for the hours worked.

In the event that an employee's employment with [Organization Name] concludes prior to the substitute holiday day, [Organization Name] will ensure that the employee's general holiday pay entitlement is included in their final wages.

Calculating General Holiday Pay

Hourly employees are entitled to general holiday pay in an amount that is equivalent to their regular day's wages and pay. Non-hourly employees are entitled to general holiday pay in the amount of an average of the employee's regular wages earned during the preceding four weeks leading up to the general holiday.

Qualifying for General Holiday Pay

Employees of [Organization Name] will qualify for general holiday pay unless they:

* Have not worked for [Organization Name] for a minimum of 30 days during the preceding 12 months;
* Did not report to work after having been called to work on the general holiday;
* Did not report to work on either their last regular working day prior to and following the general holiday; or
* Are on pregnancy or parental leave.

[Organization Name] may request specifics concerning an employee’s absence on their last and/or first regularly scheduled shift(s) around the general holiday in order to determine whether the employee is entitled to the pay in spite of their absence. Generally, reasonable cause can be shown when an event beyond an employee’s control occurs and results in their absence. Employees are responsible for establishing their reasonable cause in order to assure their general holiday pay.