## PUBLIC (STATUTORY) HOLIDAYS POLICY

[Organization Name] is committed to upholding the employment rights as established by the New Brunswick *Employment Standards Act.* Specifically, we will ensure that it adheres to the provisions established for the following public holidays in New Brunswick.

1. New Year’s Day
2. Family Day
3. Good Friday
4. Canada Day
5. New Brunswick Day
6. Labour Day
7. Remembrance Day
8. Christmas Day

POLICY

[Organization Name] will ensure that qualified employees who are entitled to take these days off from work will be paid the appropriate public holiday pay.

As needed, [Organization Name] may request that employees work on the day of the public holiday. To compensate for this:

* All employees are entitled to receive one and one-half times their regular wage rate for each hour worked on a paid public holiday. This means that employees who work on the holiday are entitled to their regular day’s pay plus 1.5 times their wage rate for every hour worked on the holiday.

Calculating Public Holiday Pay

An employee who does not work the holiday must receive their regular day’s pay for the holiday. This is based on an average day’s pay which means all hours worked in the 30 days preceding the holiday. The calculation is as follows:

* Total hours / total days worked x regular wage rate = average\*

\*Please note: this calculation should not include overtime.

Qualifying for Holiday Pay

Employees who have been employed with the organization for at least 90 calendar days during the 12 months preceding the holiday qualify for holiday pay.

If the employee does not work all of their last regularly scheduled day of work prior to the public holiday or all of their first regularly scheduled day of work following the public holiday (without reasonable cause), they will not qualify.

Note: illness or emergency are reasonable causes for absence.