## PAID HOLIDAYS POLICY

[Organization Name] is committed to upholding the [*Prince Edward Island Employment Standards Act*](https://www.canlii.org/en/pe/laws/stat/rspei-1988-c-e-6.2/latest/rspei-1988-c-e-6.2.html) (the Act) and adhering to its guidelines. The following policy outlines the guidelines for paid holidays.

POLICY

[Organization Name] shall guarantee that qualified employees who are entitled to these days off are reimbursed in accordance with the Act's rules for paid holiday pay.

Paid Holidays

Employees on Prince Edward Island are compensated for eight public holidays each year, regardless of how they are paid or how many hours they work:

1. New Year’s Day
2. Islander Day
3. Good Friday
4. Canada Day
5. Labour Day
6. National Day for Truth and Reconciliation
7. Remembrance Day
8. Christmas Day

A paid holiday may be declared on a certain working day other than the original date by [Organization Name] or [Whoever is Authorized].

Qualifying For Paid Holidays

Eligible employees will qualify for a paid holiday if they meet the following criteria:

* They were employed with [Organization Name] for 30 calendar days before the holiday
* They earned wages on at least 15 out of the 30 days before the holiday
* They worked on their last scheduled shift before the holiday
* They worked on the first scheduled shift after the holiday
* They are not employed under a contract of service

If [Organization Name] instructs the employee not to report for work on the final scheduled work day prior to the holiday or on the first scheduled work day following the holiday, [Organization Name] will still pay the employee if they meet the first requirement.

**Paying An Employee for The Holiday**

[Organization Name] will pay a qualified employee their regular pay when a holiday falls on a given day off.

[Organization Name] will pay the employee, whose wages vary before the holiday according to the average hours or wages over the 30-day period by taking the total number of hours the employee worked in the 30 days preceding the holiday **divided by the number of days worked** in the same period.

Examples:

An employee earns $20 per hour and worked 70 hours in 15 days within the last 30 days preceding the holiday. This means that the employee will receive:

* 70 hours / 15 days = 4.66 hours
* Therefore 4.66 hours x $20 = $93.20 stat holiday pay

When the Holiday Falls on An Employee’s Regular Day Off

[Organization Name] will give eligible employees another day off with pay when the holiday falls on the regular day off of the employee. [Organization Name] will decide whether the day off with pay will be given on the working day right after the holiday, or following the employee’s vacation, or another day agreed upon by [Organization Name] and employee.

When The Employee Works on A Holiday In A Continuous Operation

In a continuous operation, [Organization Name] will pay for holidays worked in two options:

* Based on the calculations provided above
* Straight payment for the hours with a different day off with pay

[Organization Name] will not give holiday pay to employees who did not report for work on the holiday after being asked to work that day

Not Covered by The Rules

[Organization Name] will not pay to employees from the following fields:

* Farming
* Commissioned sales outside [Organization Name]’s premises