## GENERAL HOLIDAYS POLICY

[Organization Name] is committed to upholding the employment rights established by the *Canada Labour Code* (the Code) and will ensure that it adheres to the provisions established for general holidays.

POLICY

[Organization Name] will ensure employees are compensated appropriately for the following ten general holidays provided according to the Code:

1. New Year’s Day
2. Good Friday
3. Victoria Day
4. Canada Day
5. Labour Day
6. National Day for Truth and Reconciliation (September 30)
7. Thanksgiving Day
8. Remembrance Day
9. Christmas Day
10. Boxing Day (December 26)

Employees who are required to work must be paid one and one-half times their regular wages, plus holiday pay (see calculation below) for the day worked. Part-time employees have the same entitlement to a paid holiday as full-time employees; their holiday pay is proportional to the number of hours they work.

Managers who are required to work must receive their regular pay but must be given a holiday with pay at another time. In the event 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

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 to the general holiday, excluding overtime pay.

In the event the employee was on vacation entitlement, the vacation pay will also count towards the total. Then, the total is divided by 20. Note: As employees of [Organization Name] are entitled to be paid their vacation pay before they take a vacation or on or before the pay day for the period in which the general holiday is, vacation pay will be included in the calculations.

Substitutions

[Organization Name] may substitute a general holiday for another day of value to an employee or group of employees as long as the substitution is agreed to in writing by the specific employee who wishes to substitute; or is agreed to by at least 70% of the employees who will be affected in the case of a substitution for a group of employees. In the second case, the substitute holiday will be posted by [Organization Name] at least 30 days in advance.

Exceptions

If an employee does not show up to work on a general holiday they are scheduled for, the employer is not required to pay the employee.

General Holidays on Non-Working Days

If the following general holiday days fall on a Sunday or Saturday, that is a non-working day for an employee, the employee is entitled to a holiday with pay on the working day immediately preceding or following the general holiday:

* New Year's Day
* Canada Day
* Remembrance Day
* Christmas Day
* Boxing Day

For the remaining holidays not listed, a holiday with pay can be added to the employee's annual vacation to be taken at a mutually agreed-upon time.

Payment Methods

Employees may only be paid in accordance with approved methods of the Canada Labour Code. Please note: the law does not allow holiday pay to be included in the mileage rate, or any other rate of pay.