## PUBLIC (STATUTORY) HOLIDAYS POLICY

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

1. New Year’s Day
2. Good Friday
3. Memorial Day (Canada Day)
4. Labour Day
5. Remembrance Day
6. Christmas Day

POLICY

[Organization Name] will ensure that employees who are entitled to take these days off from work will be paid the appropriate public holiday pay. Employees are entitled to the days when they have worked for [Organization Name] for at least 30 days.

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 twice their regular wage rate for each hour worked on a paid public holiday, or
* An additional day off with pay within 30 days, or
* An additional vacation day.

Non-Working Day

Employees shall not be required to work either on the first working day immediately after the public holiday or another day mutually agreed to by the employee and [Organization Name] and this day shall be a paid day for the employee.

Calculating Public Holiday Pay

To establish the rate at which the employee must be paid requires multiplying the employee’s hourly rate of pay by the average number of hours worked in a day by the employee in the 3 weeks immediately preceding the holiday.

Qualifying 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.