## GENERAL (STATUTORY) HOLIDAYS POLICY

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

1. New Year’s Day
2. Good Friday
3. Victoria Day
4. National Indigenous Peoples Day
5. Canada Day
6. Discovery Day
7. Labour Day
8. National Day for Truth and Reconciliation
9. Thanksgiving Day
10. Remembrance Day
11. Christmas Day

POLICY

[Organization Name] will ensure that qualified employees who are entitled to statutory holidays off from work will be paid the appropriate statutory holiday pay. If a general holiday falls on a day that is a non-working day for an employee, the employee is entitled to and shall be granted a holiday with pay on the working day immediately following the general holiday.

As needed, [Organization Name] may request that employees work on the day of the statutory holiday. Where an employee is required to work on a statutory holiday, they will be paid:

* holiday pay equal to the applicable overtime rate for all hours worked on the holiday; or
* their regular rate of pay for the hours worked on that day plus a day off which may be added to the employee’s annual vacation or granted as a day off at a time convenient to the employer and employee.

An employee who is not working on a General Holiday but must work another day in the same week that would otherwise be a non-working day, is entitled to overtime pay.

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 statutory holiday pay entitlement is included in their final wages.

Qualifying for Statutory Holiday Pay

An employee must meet the following criteria to qualify for a general holiday with pay:

* have completed 30 calendar days of employment before the holiday
* have worked or earned wages in the two week period preceding the general holiday (includes when an employee is on paid vacation);
* have worked their scheduled shift before and after the holiday (unless the absence is permitted by the Act or the employer); and
* have reported to work on the holiday if required or scheduled (unless the absence is permitted by the Act or the employer)

Where an employee does not qualify for statutory holiday pay, they are paid regular pay for working on a statutory holiday.