

COLLEGE POLICY

Policy No. & Title: **P-140 Staff Holidays**
Policy Sponsor: Director, Human Resources
Reference Cmtee: Policy & Procedure Committee
Effective: 2021-08-01
Next Review: 2024-07-31
Supersedes: Staff Holidays

Purpose

To establish guidelines and principles regarding staffing and duties during Statutory Holidays.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

Statutory Holiday: An occurrence on a date whereby a significant national/provincial, cultural, or religious event is observed, and businesses are closed.

POLICY

- 1) The College recognizes all statutory holidays and as such, campuses are closed.
- 2) The College shall notify employees of statutory holiday dates each year.
- 3) Some employees may be requested or scheduled to work statutory holidays. Such employees will receive either time in lieu or a premium payment of wages when scheduled to work on statutory holidays.
- 4) Contract staff members shall not receive pay for time not worked.
- 5) Full time employees shall receive normal pay for statutory holidays.
- 6) If a campus is closed due to poor weather and no classes are running hourly staff members are not paid for their scheduled hours for that day.
- 7) If the campus is open but classes are cancelled, all staff members are expected to be onsite performing and utilizing the day for prep work. Contract staff will be paid for the hours they are scheduled, if they are onsite for those hours. Full time employees, who do not attend when the campus is open, will be required to utilize a vacation day.

Related Policies

P-121 Inclement Weather
P-203 Employment Accommodations

Supporting Documents/Forms

P-140p Staff Holidays - Procedure