COLLEGE POLICY

Policy No. & Title:	**P-140 Employee Holidays**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-07-31

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) Contractors shall not receive pay for time not worked.
5) Full-time employees shall receive normal pay for statutory holidays.
6) Refer to P-121 Inclement Weather for campus closure information.

Related Policies
P-121 Inclement Weather
P-203 Employment Accommodations

Supporting Documents/Forms
P-140p Employee Holidays - Procedure