

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 – Paid Holidays
SOURCE: Council Minutes
SECTION: Report 10
DATE ENACTED: October 23, 2006
DATE OF AMENDMENT:

SUBJECT:

Paid Holidays

INTENT:

To define the paid holidays for all employees.

SCOPE:

This policy applies to all employees.

PROCEDURE / IMPLEMENTATION:

PAID HOLIDAYS

1. Days to be recognized as statutory holidays with pay, during the year shall be one (1) full day prior to New Year's Day, New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Day, Labour Day, Thanksgiving Day, Remembrance Day, One Full Day prior to Christmas Day, Christmas Day, Boxing Day or the day which may be proclaimed as the effective legal holiday for the days previously set forth and any other day which be proclaimed as a holiday by the Governor General, Lieutenant Governor In Council and/or the Mayor.
2. When a Paid Holiday falls on the weekend and no other day is proclaimed as said Holiday, the employees shall be granted the Friday preceding such Holiday or the Monday following such Holiday off with pay at the option of the employer.
3. This does not apply to employees who absent themselves without leave on the working day immediately before or after said holiday, or to the employees who are absent with leave either the working day before or after said holiday, when that leave has been granted for a period longer than one (1) day.
4. When a legal holiday falls within an employee's vacation period such holiday shall not be counted as a vacation day, but shall be allowed to the

employee at a time mutually satisfactory to the employee and the employer.

5. The Town of Amherstburg Municipal Offices will be closed between Christmas Eve and New Years day inclusive. It is understood and agreed that to facilitate such a shutdown, Employees will be required to schedule either vacation time and/or time off banked in lieu of overtime on those days not recognized as Paid Holidays during this period. In the event of an emergency [as defined in the policy H00 - Duties] arising during what would otherwise have been the normal working hours of the employees if required to report to work, he or she will be granted time off with pay for all hours worked at a later date. Union employees shall be paid at one and one-half times (1 1/2 x's) their regular hourly rate for those hours worked during their otherwise normal shift and at the applicable overtime rate for all hours worked thereafter in addition to their pay for the scheduled time off.