

Town of Eatonia Statement of Policy and Procedure			
Subject:	Statutory Holiday Policy	Policy No:	06
Date of Council Approval:	November 12, 2019	Resolution No.	22/11/19

Policy Objective:

To define pay and days off related to Statutory Holidays for all staff members.

Policy:

1. When a statutory holiday falls on an employees' annual vacation or scheduled day off, the employee shall be granted an additional day off.
2. Statutory holiday pay shall be governed by Saskatchewan Labour Standards.
3. All full-time permanent employees shall be eligible to observe the following Statutory Holidays with pay:
 - ▶ New Year's Day
 - ▶ Family Day
 - ▶ Good Friday
 - ▶ Victoria Day
 - ▶ Canada Day
 - ▶ Saskatchewan Day
 - ▶ Labour Day
 - ▶ Thanksgiving Day
 - ▶ Remembrance Day
 - ▶ Christmas Day

And in addition to the above:

 - ▶ Boxing Day
 - ▶ Any declared Provincial or Civic Holiday
 - ▶ Half day on December 24th (Afternoon)
 - ▶ Half day on December 31st (Afternoon)
4. Any Statutory Holiday which falls on a weekend will be observed on the next working day immediately following the weekend.
5. Employees who are absent from work for any of the following reasons shall not be entitled to pay for statutory holidays which occur during their absence: leave of absence, workers' compensation or layoff.

6. Employees celebrating religious holidays not listed as Statutory will be permitted to observe these religious holy days by accumulated time, vacation days or leave without pay. Employees who will be celebrating religious holy days must inform the Town of Eatonia by letter of the days on which these holy days will fall during the year.