

## Holidays

Original Implementation Date	April 1, 1996	Approved by	
Date of Last Revision		Approved by	
Effective Date of Last Revision		Approved by	

### 1 - Business Practice Name

Holidays

### 2 - Scope

This applies to all non-union HRM employees.

### 3 - Procedures

HRM recognizes statutory and other holidays and municipal offices will generally be closed on those days. However, given the diverse nature of the services provided by HRM, many operations will remain open to provide service to the public. Individual business units are responsible for determining their operational needs and communicating to affected employees.

The following days are recognized as holidays:

- a) New Year's Day
- b) Good Friday
- c) Easter Monday
- d) Victoria Day
- e) Canada Day
- f) Civic Holiday (Natal Day)
- g) Labour Day
- h) Thanksgiving Day
- i) Remembrance Day
- j) Christmas Day
- k) Boxing Day
- l) Any other day proclaimed by the Governor General of Canada, Lieutenant Governor of Nova Scotia, or by the Mayor of the Halifax Regional Municipality, as a general holiday.

HRM will accommodate an employee's requests for time off for personal observances of religious events. Time off may be paid through the use of time in lieu or vacation time.

If a holiday falls on an employee's regularly scheduled day off, a day or pay in lieu of the holiday will be granted at the discretion of HRM.

Employees who are regularly scheduled to work and who do work on a paid holiday will receive pay at time and one half (1½) their regular rate and be given a day off with pay in lieu of the holiday at a time mutually satisfactory to the employer and the employee.

In order to qualify for payment for holiday leave, temporary and contract employees must work both their scheduled working day prior to and following the holiday. If absent on either or both of the qualifying days with approved leave with pay, the employee qualifies for payment.

Additionally, to qualify employees must have been entitled to receive pay for at least fifteen (15) days during the thirty (30) calendar days prior to the holiday.

Note that certain operations, in particular those working on a "continuous" basis, have adopted a business-unit specific policy or practice which may vary from the above to meet operational requirements. Contact your supervisor if you have any questions about your work unit.

#### **4 - Contact**

HR Business Partners