



STATUTORY HOLIDAYS POLICY

1. PURPOSE

The purpose of this Policy is to provide guidelines for office closures related to statutory holidays. Holidays designated by federal, provincial and civic authorities will be recognized as statutory holidays for employees.

2. GENERAL GUIDELINES

The following days will be holidays for the Village of Milo and the office will be closed on these days:

- New Year's Day
- Victoria Day
- Thanksgiving Day
- Family Day
- Canada Day
- Remembrance Day
- Good Friday
- Heritage Day
- Christmas Day
- Easter Monday
- Labour Day
- Boxing Day

If a holiday falls on a day that is normally a work day for an employee, the employee will receive that day as a holiday with full pay.

If a holiday falls on a day that is normally a work day for the employee and the employee works on that day at the direction of the CAO or Council, the employee is entitled to full regular pay for that day plus a paid day off in lieu.

If a holiday falls on a day that is not normally a work day for an employee and the employee works that day at the direction of the CAO or Council, the employee is entitled to pay at 1.5 times the employee's hourly rate for each hour worked on the day of the holiday.

If a holiday falls on a day that is not normally a work day for an employee and the employee does not work that day the employee will not receive any pay for that day, unless determined by Council.

Holidays falling on a Saturday or Sunday will be determined to fall on the next business day, unless otherwise established by Council.

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