

RED DEER PUBLIC LIBRARY	SUBJECT: PERSONNEL POLICIES STATUTORY HOLIDAYS	SECTION: 7.15e PAGE: 1 DATED JUNE 2004
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7.15e PAID HOLIDAYS (Exempt)

.01 The following shall be considered to be Paid Holidays:

New Years Day	Good Friday
Family Day	Easter Sunday
Easter Monday	
Victoria Day	Canada Day
Civic Holiday	Labour Day
Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day

.02 Where a Paid Holiday falls on a full-time permanent or full-time probationary employee's regularly scheduled work day, and such day is not worked by the employee, the employee shall be entitled to straight time pay for the number of hours the employee was scheduled to work on that day. If the scheduled number of hours which normally would be worked on the Paid Holiday is less than a normal work day, the employee shall be granted additional time off with pay at another time to provide a total of seven (7) hours off.

.03 Where a Paid Holiday falls on a full-time permanent or full-time probationary employee's regularly scheduled day off, and such day is not worked by the employee, the employee shall be entitled to take a regular working day off with pay in lieu of such holiday.

.04 No benefits shall be granted to an employee for a Paid Holiday if the employee is absent the working day immediately before or following the holiday, unless the Board has granted prior permission. In the case of absence due to illness, substantiation of the illness may be required in the form of a medical certificate.

.05 Where a Paid Holiday falls on a part-time employee's regularly scheduled work day, and such day is not worked by the employee, the employee shall be entitled to straight time pay for the number of hours the employee was scheduled to work on that day.

.05 Where a Paid Holiday falls on a part-time employee's regularly scheduled day off, and such day is not worked by the employee, the employee shall be entitled to take a regular working day off with pay in lieu of such holiday.