

RAINY RIVER PUBLIC LIBRARY		
Category: PERSONNEL		Number: PE5
MANDATORY	Topic: HOLIDAYS	Page: 1 of 2
		Revised:
Date: March 15, 2011	Authorized by:	

This policy establishes the approved public holidays for library staff.

1. Public (Statutory) Holidays will be as per the *Employment Standards Act 2000, S.O. 2000, c.41*. Currently, employees are entitled to nine public holidays with pay: **New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas Day, and Boxing Day.**
2. Easter Monday, Civic Holiday and Remembrance Day are not statutory holidays in Ontario. Public holiday pay is not paid on these dates. The Library will be open regular hours on Remembrance Day, and staff shall be paid their normal rate.
3. Per the *Act*, qualified employees can be full-time, part-time, permanent, or on a limited-term contract. They can also be students. It doesn't matter how recently they were hired, or how many days they worked before the public holiday.
4. Generally, employees qualify for public holiday entitlements unless they:
 - a. fail without reasonable cause to work their entire shift on their regularly-scheduled days before or after the public holiday (this is called the "Last-and-First Rule")
 - b. fail without reasonable cause to work their entire shift on the public holiday if they agreed to or were required to work that day (please note that only some employees can be required to work on a public holiday).
5. Employees are generally considered to have reasonable cause for missing work when something beyond their control prevents them from working. Examples include, but are not limited to: absences related to emergency leave (i.e. personal illness, injury, or medical emergency and the death, illness, injury, medical emergency or urgent matters relating to certain family members and dependent relatives) as well as absences for family medical leave.

RAINY RIVER PUBLIC LIBRARY		
Category: PERSONNEL		Number: PE5
MANDATORY	Topic: HOLIDAYS	Page: 2 of 2
		Revised:
Date: March 15, 2011	Authorized by:	

6. Employees are responsible for showing that they had a reasonable cause for staying away from work. If they can do so, they still qualify for public holiday entitlements.

7. Most employees who qualify are entitled to take these days off work and be paid public holiday pay. Alternatively, they can agree in writing to work on the holiday and they will be paid their regular rate for hours worked on the holiday, plus they will receive another day off (called a substitute holiday) with public holiday pay. If the employee has earned a substitute day off with public holiday pay, the public holiday pay calculation is done with respect to the four work weeks before the work week in which the substitute day off falls.

8. To calculate holiday pay, add all of the regular wages the employee earned and all of the vacation pay that was payable to the employee in the four work weeks ending just before the work week with the public holiday. Then, divide this sum by 20.