

RAINY RIVER PUBLIC LIBRARY		
Category: <b>PERSONNEL</b>		Number: <b>PE5</b>
<i>MANDATORY</i>	Topic: <b>HOLIDAYS &amp; HOLIDAY CLOSURES</b>	Page: 1 of 2
Date: March 15, 2011 <b>Revised: June 12, 2015</b>	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. For all purposes, the following days shall be treated as Public (Statutory) Holidays for all library staff *subject to annual Board approval*: **Easter Monday, Civic Holiday and Remembrance Day.**
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 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"), or, 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.

<b>RAINY RIVER PUBLIC LIBRARY</b>		
Category: <b>PERSONNEL</b>		Number: <b>PE5</b>
<i>MANDATORY</i>	Topic: <b>HOLIDAYS &amp; HOLIDAY CLOSURES</b>	Page: 2 of 2
Date: March 15, 2011 <b>Revised: June 12, 2015</b>	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.
  
9. The Library shall operate on the timetable shown in Schedule A to this policy during the Christmas/New Year's holidays.

RAINY RIVER PUBLIC LIBRARY		
Category: <b>PERSONNEL</b>		Number: <b>PE5</b>
<i>MANDATORY</i>	Topic: <b>HOLIDAYS &amp; HOLIDAY CLOSURES – SCHEDULE A</b>	Page: 1 of 1
Date: <b>June 12, 2015</b>	Authorized by:	

Xmas falls on...	Dec 23	Dec 24	Dec 25	Dec 26	Dec 27	Dec 28	Dec 29	Dec 30	Dec 31	Jan 1	Jan 2	Jan 3	Jan 4
Sat	open	closed	closed	closed	closed	open	open	open	closed	closed	closed	closed	open
Sun	open	closed	closed	closed	closed	open	open	open	closed	closed	closed	open	open
Mon	open	closed	closed	closed	closed	open	open	open	closed	closed	open	open	open
Tue	closed	closed	closed	closed	closed	open	open	closed	closed	closed	open	open	open
Wed	closed	closed	closed	closed	closed	open	closed	closed	closed	closed	open	open	open
Thu	open	closed	closed	closed	closed	closed	closed	open	closed	closed	open	open	closed
Fri	open	closed	closed	closed	closed	closed	open	open	closed	closed	open	closed	closed

**NOTE:**

Days in green are normal operating days per the regular library schedule – staff receive regular pay

Days in red are closures required by law – staff receive statutory holiday pay

Days in black are normal closed days per the regular library schedule

Days in purple are agency holidays – the library is closed and staff are not paid