

General & Statutory Holidays Policy



PURPOSE

[Company Name] (“the Company”) is committed to observing legislated general and statutory holidays in compliance with relevant federal, provincial, and territorial employment standards. This Policy outlines the Company’s practices for recognizing holidays, determining employee eligibility, calculating holiday pay, and communicating holiday schedules.

SCOPE

This Policy applies to all full-time, part-time, contract, and casual employees of the Company who are covered by the employment standards legislation in their province/territory of work or by the Canada Labour Code if they are federally regulated. In the event of a conflict between this Policy and local legislation, the greater right or benefit to the employee will apply.

DEFINITIONS

- **“General or Statutory Holiday”**: A day designated by federal or provincial/territorial legislation as a paid day off or, if worked, entitling the employee to statutory holiday pay or premium pay rates.
- **“Eligible Employee”**: An employee who meets specific legislative requirements (e.g., minimum length of service, having worked scheduled days before and after the holiday, or other criteria), making them entitled to general or statutory holiday pay.
- **“Holiday Pay”**: The wage or compensation an eligible employee receives when they do not work on a general or statutory holiday. This is often calculated as the employee’s regular daily wage or average daily wage as defined by applicable legislation.

ELIGIBILITY

Employees may qualify for general or statutory holiday pay if they:

1. Meet any minimum service requirements outlined by the applicable employment standards legislation.
2. Work their scheduled shifts immediately prior to and following the holiday, unless absent for a valid reason recognized by law (e.g., approved vacation,

bereavement, or sick leave).

3. Comply with any notice or documentation requirements set out in this Policy and by law.

HOLIDAY ENTITLEMENTS & PAY

- **Paid Day Off:** Eligible employees who do not work on a recognized holiday will receive holiday pay as mandated by legislation (e.g., regular daily wages or an average day's pay).
- **Working on a Holiday:** If employees are required to work on a recognized holiday, they will typically receive either premium pay (e.g., time-and-a-half or double-time, depending on the jurisdiction) and/or a future day off with pay, in accordance with local legislation.
- **Overtime and Other Premiums:** Where an employee works on a general or statutory holiday and also exceeds daily/weekly maximum hours, overtime or combined premiums may apply.
- **Part-Time and Irregular Schedules:** For employees with variable hours, holiday pay is usually calculated based on average earnings or other statutory formulas.

APPLICATION & NOTICE REQUIREMENTS

1. **Company Holiday Schedule:** The Company will publish a holiday schedule each year, listing the recognized holidays and indicating whether the Company provides additional or "floater" holidays beyond statutory requirements.
2. **Employee Notice:** Employees who believe they may not meet the eligibility criteria for a statutory holiday or who require clarification on holiday pay calculation should notify [HR Department or Supervisor] in writing as soon as possible.
3. **Scheduling:** Where operations require staffing on a holiday, managers will communicate schedules in advance and confirm applicable premium rates or alternative days off.

JOB PROTECTION

Employees will not be penalized, disciplined, or terminated for exercising their statutory holiday entitlements in accordance with this Policy and the law.

NON-RETALIATION

The Company strictly prohibits retaliation against any employee who inquires about or asserts their rights regarding general or statutory holidays. An employee's job status, benefits, or future opportunities with the Company will not be jeopardized because they exercised these rights.

POLICY ADMINISTRATION

The [HR Department/Designated Manager] is responsible for:

- Administering this Policy consistently.
- Monitoring legislative changes and updating the Policy accordingly.
- Addressing questions about eligibility, scheduling, or holiday pay calculations.

[Company Name]

Effective Date: [Insert Date]

Authorized by: [Name, Title]

Date: [Signature Date]

How to Use This Template

1. **Adapt and Customize:** Tailor the policy language to reflect the specific holidays recognized by your organization, any additional or “floater” holidays, and local legislative requirements.
2. **Review with Legal Counsel:** Verify that the policy complies with applicable federal or provincial/territorial legislation, including pay calculation methods and eligibility rules.
3. **Communicate to Employees:** Publish or share the final policy in an accessible format (e.g., employee handbook, intranet) and ensure managers are trained on its contents.

Table of Jurisdictional Differences

General or statutory holidays may vary by province/territory (e.g., some jurisdictions have unique holidays in addition to federal ones). Legislation also differs on eligibility criteria, calculation of holiday pay, and premium rates for working on a holiday. The chart below summarizes the core provisions in each jurisdiction. Always consult current employment standards for precise requirements...