

Paid Leave for Statutory and Public Holidays

Policy Number: 4108
Employee Engagement & Culture
Key Process Area: ED PC
Owner: ED PC
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POLICY STATEMENT

New Brunswick Community College (NBCC) provides leave with pay where appropriate for statutory and public holidays.

PURPOSE

This policy provides guidance on qualifying for paid leave for statutory or public holidays.

SCOPE AND LIMITATIONS

This policy applies to non-union employees.

This policy **does not** apply to employees who are on leave of absence without pay or under suspension.

1.0 DEFINITIONS

Statutory Holiday – A statutory holiday refers to a general holiday established by federal, territorial, or provincial labour standards legislation and on which workers get a day off with pay.

Public Holiday - Provinces and territories generally adopt the same holidays as the federal government with some variations.

2.0 IMPLEMENTATION

2.1 Statutory and Public Holidays

Statutory Holidays	Public Holidays
New Year's Day	New Year's Day
Good Friday	Family Day
Easter Monday	Good Friday
Victoria Day	Canada Day
Canada Day	Civic (New Brunswick) Day
Civic (New Brunswick) Day	Labour Day
Labour Day	Remembrance Day
National Day for Truth and Reconciliation	Christmas Day
Thanksgiving	
Remembrance Day	
Christmas Day	
Boxing Day	

Note: Employees (with the exception of casual employees) receive the following days off surrounding Christmas without loss of pay:

- a) when Christmas Day is a Monday, the 25th and 26th days of December or
- b) when Christmas Day is a Tuesday, the 24th, 25th and 26th days of December or
- c) when Christmas Day is a Wednesday or Thursday, the afternoon of the 24th as well as the 25th and 26th Days of December or
- d) when Christmas Day is a Friday, a Saturday or a Sunday, the 24th to 27th days of December inclusive.
- e) The days between Christmas Day and New Year's Day.

2.2 Pay Entitlement for Statutory and Public Holidays

Type of Employee	Entitlement
<ul style="list-style-type: none"> Regular, term & seasonal employees: 	<ul style="list-style-type: none"> all Statutory and Public holidays (12 days, in total).
<ul style="list-style-type: none"> Full time casual employees with more than six months continuous service: 	<ul style="list-style-type: none"> Public holidays, providing they have been employed with NBCC for 90 calendar days in the 12 months immediately preceding the holiday and work their scheduled day before and after the holiday. There are eight (8) Public holidays.

2.3 Pay for Statutory and Public Holidays during Paid Leave

- 2.3.1 Where a holiday occurs when an employee is on sick or vacation leave, the holiday is considered granted and no deduction is made from the employee's sick or vacation leave credits

3.0 OTHER RELATED DOCUMENTS

Employee Self Service (ESS) Online Leave System New Brunswick Employment Standards