

Paid Leave Statutory and Public Holidays

Policy Number: 4108
 Key Process Area: Employee Engagement & Culture
 Owner: VP FA
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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.

The Public Holiday section applies to:

- a) individuals working on a casual/temporary basis with **less** than six months of continuous service
- b) working part time for one third or less of the normal hours of work.

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

1.0 DEFINITIONS

Not applicable.

2.0 IMPLEMENTATION

2.1 Statutory and Public Holidays

Statutory Holidays	Public Holidays
New Year's Day	New Year's Day
Family Day (2018)	Family Day (2018)
Good Friday	Good Friday
Easter Monday	
Victoria Day	
Canada Day	Canada Day
New Brunswick Day	New Brunswick Day
Labour Day	Labour Day
Thanksgiving Day	

Remembrance Day	Remembrance Day
Christmas Day	Christmas Day
Boxing Day	
Any other day proclaimed as a provincial or national holiday	

Note: Employees (with the exception of casuals) 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 Holidays

Type of Employee	Entitled to Paid Statutory Holidays
<ul style="list-style-type: none"> Regular or term full-time employees and full time casual/temporary employees with more than six months continuous service 	<ul style="list-style-type: none"> provided they were entitled to pay on both the working day immediately preceding and following the holiday
<ul style="list-style-type: none"> Part-time employees who work more than one third the normal hours of work Seasonal part-time employees 	<ul style="list-style-type: none"> on a pro-rated basis, provided they were entitled to pay on both their scheduled days of work immediately preceding and following the holiday

2.3 Paid Public Holidays

To qualify for public holiday pay individuals must meet **all** of the following:

- They have been employed for at least 90 calendar days in the 12 calendar months before the public holiday.
- They have worked their scheduled day of work before and after the public holiday, unless there is good reason for not doing so.
- They must report for and work their shift, unless there is good reason for not doing so if they agreed to work on the public holiday.
- They are not employed under a continuous arrangement whereby the individuals can decide when to work or not to work.

2.4 Work Scheduling on Holiday or Day of Rest

- 2.4.1** When a holiday other than Christmas coincides with an employee's day of rest, the holiday shall be moved to the employee's first working day following their day of rest.
- 2.4.2** 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

New Brunswick Employment Standards
ESS Leave Request