



## CITY POLICY

**SECTION: HUMAN RESOURCES**

**NO: HR-HO-01**

**REFERENCE: HOLIDAYS**

**Date: October 5, 2020**

**Next Review Date:**

**October 2022**

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**TITLE: RECOGNIZED HOLIDAYS**

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**1. 0 Non Union Employees**

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- 1.1 This policy applies to all permanent full time non union employees of the City of Dryden.
- 1.2 Permanent employees who qualify for recognized holiday pay shall receive the following with pay:
- (a) New Year's Day;
  - (b) Family Day;
  - (c) Good Friday;
  - (d) Victoria Day;
  - (e) Canada Day;
  - (f) Civic Holiday (August) (\*);
  - (g) Labour Day;
  - (h) Thanksgiving Day;
  - (i) Remembrance Day (\*);
  - (j) One half (1/2) Day on Christmas Eve (\*);
  - (k) Christmas Day;
  - (l) Boxing Day;
  - (m) One half (1/2) Day on New Year's Eve (\*).

National Heritage Day when proclaimed by the Federal Government and Provincial Government.

**This policy is subject to any specific provisions of the Municipal Act,  
or other relevant legislation or Union agreement.**

Note: \* denotes a Recognized Holiday that has not been mandated by the Employment Standards Act or The Canada Labour Code.

- 1.3 Part time, casual, term or student employees/contractors will receive Recognized Holidays as per the Employment Standards Act or The Canada Labour Code unless otherwise stipulated.
- 1.4 To be eligible for Recognized Holiday pay, an Employee must be at work on the regularly scheduled shift before and regularly scheduled shift after the recognized holiday, except when the absence is:
- (a) authorized by the Employer or his/her immediate supervisor; or,
  - (b) due to illness.
- 1.5 When any of the above holidays falls on a non-working day, employees shall be granted a day off in lieu of such holiday and such days must be utilized one (1) year from when it was earned or as designated by the City.

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## **2. 0 Union Employees**

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- 2.1 Recognized Holidays for all bargaining unit employees shall be in accordance their individual current collective agreements.

History			
Approval Date:	May 22, 2012	Approved by:	By-law 3965-2012
Review/Amendment Date:	October 5, 2020	Approved by:	CAO
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