

POLICY#:	PE 009	POLICY TITLE:	GENERAL (STATUTORY), OPTIONAL GENERAL HOLIDAYS
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APPROVAL DATE AND MOTION:	November 1995 Motion #42-11-95	CROSS- REFERENCE:	
RESPONSIBILITY:	Human Resource Administrator	APPENDICES:	None
APPROVER:	Council	EFFECTIVE DATE:	September 27, 2022
REVISION DATE(S)/ MOTION #	November 1997; Motion #27-11-97; July 23, 2013; Motion #32-07-13; September 13, 2022 (2022-09-22)	NEXT REVIEW DATE:	September 2028

1. DEFINITIONS (Provide definitions of the key terms used within the Policy)

- 1.a. County is the County of Vermilion River.
- 1.b. Employee(s) is an Employee of the County of Vermilion River.
- 1.c. General Holiday in Canada is legislated either through the Federal, Provincial or Territorial government.
- 1.d. Optional General Holiday is an additional employer-designated general holiday for their employees.

2. POLICY STATEMENT

- 2.a. This policy will identify General, Optional General and Civic holidays and establish the guiding principles by which County of Vermilion River Employees will take those holidays.

3. OBJECTIVE

- 3.a. The objective of this policy is to ensure consistent use and scheduling of General, Optional General and Civic holidays.

4. GUIDING PRINCIPLES

- 4.a. The following days are declared as General Holidays in Alberta under Employment Standards Code and are therefore declared as a paid holiday for all County of Vermilion River employees:

New Year's Day

Alberta Family Day

Good Friday

Victoria Day

Canada Day

Labour Day

Thanksgiving Day

Remembrance Day

Christmas Day

- 4.b. The following days are designated Optional General Holidays for all County of Vermilion River employees and are observed by providing a paid holiday:

Easter Monday

Heritage Day

Boxing Day

- 4.c. As per motion 2022-09-21, the County of Vermilion River approved National Day for Truth and Reconciliation, to be observed annually on September 30th, as an Optional General Holiday effective September 30th, 2022, for County of Vermilion River Employees. This means that County of Vermilion River will not observe this holiday by providing a paid holiday.
- 4.d. The County of Vermilion River will be closed on General Holidays, Optional General Holidays outlined in Policy PE 009 section 4.a and 4.b.
- 4.e. If one of the above listed holidays in 4.a and 4.b falls on a weekend, the Monday following the weekend will be declared a holiday in its place.
- 4.f. When Canada Day falls on a Saturday or Sunday, the County of Vermilion River will acknowledge the holiday the following Monday.
- 4.g. When Christmas Day or Boxing Day fall on a Saturday or Sunday the County of Vermilion River will acknowledge the holiday the following Monday or Tuesday.
- 4.h. A day off in lieu of a General Holiday or Optional General Holiday should follow the holiday, not precede it.

5. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE(S) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Human Resources Administrator
MONITORING REVIEWS AND REVISIONS	Human Resources Administrator
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer
INTERNAL STAKEHOLDERS	Council, Employees
EXTERNAL STAKEHOLDERS	Ratepayers

6. POLICY EVALUATION

- 6.a. The County of Vermilion River will engage in a policy evaluation process to monitor the effectiveness of this policy and procedures every three (3) years or as required by changes in legislation.