

POLICY #PE009		GENERAL (STATUTORY), OPTIONAL GENERAL AND CIVIC HOLIDAYS	
APPROVAL DATE AND MOTION:	November 1995 Motion #42-11-95	CROSS- REFERENCE:	PE012 Vacation Entitlement
RESPONSIBILITY:	Human Resources Manager Corporate Services Department		PE020 Regular Hours of Work & Overtime Rules & Administration Office Hours
		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 2025

1. DEFINITIONS

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.

~~1.e – **Civic Holiday** is any day proclaimed by law to be a holiday in Alberta.~~

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. BACKGROUND~~

~~4.a—This policy was last reviewed in 2013~~

~~4.b—General Holidays, optional General Holidays, and Civic Holidays—remain the same from 2013 to now.~~

~~5.4.~~ GUIDING PRINCIPLES

~~5.a~~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

5.b4.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~~y~~

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.

5.c4.d – The County of Vermilion River Main Administration-Office, the Public Works Shop and the Natural Gas Utility Office/Shop will be closed on General Holidays, Optional General Holidays outlined in Policy PE 009-section 4.a and 4.b and Civic Holidays each year.

5.d4.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.

5.e – When ~~**By federal law, when~~ July 1st falls on a Saturday or any day of the week other than Sunday, it is celebrated on that day; however, when it falls on a Sunday, it is treated as if it fell on the Monday immediately following.

4.f 5.e(i) When July 1st falls on a Saturday, the County of Vermilion River will acknowledge the holiday the following Monday. designate the following Monday as a holiday in its place.

5.f4.g – When ~~If~~ Christmas Day orand Boxing Day ~~both~~ fall on a Saturday or Sunday the County of Vermilion River will acknowledge the holiday the following Monday or Tuesday. weekend then the Monday and Tuesday following the weekend will be declared a holiday in their place.

5.g – When one of the above listed holidays falls on a weekday, the actual day of the holiday will be taken.

54.h – A day off in lieu of a General Holiday or Optional General Holiday, or Civic Holiday should follow the holiday, not precede it.

6.5. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Human Resources <u>Administrator Manager</u>
MONITORING REVIEWS AND REVISIONS	<u>Human Resources Administrator Director of Corporate Services</u>
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer
INTERNAL STAKEHOLDERS	Council, Employees

EXTERNAL STAKEHOLDERS

Ratepayers

~~7. EXCEPTIONS~~

~~7.a Exceptions to this policy will be handled on a case by case basis.~~

8.6. POLICY EVALUATION

8.a6.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.