

POLICY #PE009		GENERAL (STATUTORY), OPTIONAL GENERAL AND CIVIC HOLIDAYS	
<b>APPROVAL DATE AND MOTION:</b>	November 1995 Motion #42-11-95	<b>CROSS-REFERENCE:</b>	PE012 Vacation Entitlement
<b>RESPONSIBILITY:</b>	Human Resources Manager  Corporate Services Department		PE020 Regular Hours of Work & Overtime Rules & Administration Office Hours
		<b>APPENDICES:</b>	None
<b>APPROVER:</b>	Council	<b>EFFECTIVE DATE:</b>	September 27, 2022
<b>REVISION DATE(s)/ MOTION #:</b>	November 1997; Motion #27-11-97; July 23, 2013; Motion #32-07-13; September 13, 2022 (2022-09-22)	<b>NEXT REVIEW DATE:</b>	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

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

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. GUIDING PRINCIPLES

5.a – The following days are declared as General Holidays in Alberta and are therefore declared as a 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.b – The following days are designated Optional General Holidays for all County of Vermilion River employees:

- Easter Monday
- Heritage Day
- Boxing Day

5.c – The Main Administration Office, the Public Works Shop and the Natural Gas Utility Office/Shop will be closed on General Holidays, Optional General Holidays and Civic Holidays each year.

5.d - If one of the above listed holidays falls on a weekend, the Monday following the weekend will be declared a holiday in its place.

5.e – \*\*By federal law, when July 1<sup>st</sup> falls on 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.

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

5.f – If Christmas Day and Boxing Day both fall on a 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.

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

## 6. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Human Resources Manager
MONITORING REVIEWS AND REVISIONS	Director of Corporate Services
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. POLICY EVALUATION

8.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.

Current