

The Township of Horton Policy and Procedures			
SECTION: HOURS OF WORK, OVERTIME, LEAVE, AND ATTENDANCE			POLICY #: E-02
POLICY: Statutory and Paid Holidays, Full-time Employees			
DATE: April 07/03	REV. DATE: September 2021 By-Law 2021-45	COVERAGE: All Full-time Employees	PAGE #: 1 of 2

POLICY STATEMENT:

Full-time employees of the Township of Horton are entitled to a designated number of paid holidays each calendar year. Eligibility is specified below.

PROCEDURE:

1. The Township observes the following as paid holidays for full-time employees:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Remembrance Day
National Day for Truth and Reconciliation	

plus, any other day proclaimed hereafter by the Federal or Provincial Government is recognized as an additional holiday.

2. In addition to the holidays listed above, each employee is allowed three (3) additional holidays known as floating holidays. The date and time for taking the floating holidays is mutually agreed upon by the Employer and employee. A floating holiday cannot be carried over from one calendar year to the next.
3. A newly hired or terminated employee is entitled to floating holidays based upon the hours of work during the calendar year.
4. The following apply to Compensation for Holidays Worked:
 - (a) employees are paid time and one-half (1½) for work performed on the above holidays and in addition shall receive a day off with pay;
 - (b) when a holiday falls during a scheduled vacation period, an additional day off with pay is granted;

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(c) any day in lieu of a paid holiday in this Policy is at a mutually agreeable time. If the parties are unable to agree, such days are added to the employee's vacation or weekends off; and

(d) no more than four (4) days in lieu of paid holidays are accumulated at any time.

5. If a paid holiday is observed on an employee's scheduled day off and the employee does not work on that day, he/she is allowed another day off with pay at a time agreeable to him/her and to the Department Head.
6. Paid holidays will not accrue or become eligible for payment if an employee is on an unpaid leave of absence (including Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive days leave for illness.
7. Where a Statutory Holiday falls on a Saturday or Sunday, the Township of Horton aligns their Statutory Holiday as directed by the Ministry of the Attorney General.