



Procedure Statement:

This is a procedure for the paid holidays that a regular employee is entitled to as per Labour Standards and The Flower Cart.

Definitions:

Regular Employee – An employee who has been recommended for regular employee status in his/her Probationary Review. The employee is hired for an indefinite period of time.

Work day - A work day is any day of work scheduled by the employer regardless of the number of hours worked in that day. A work day includes any day of work, a day of vacation, a day off utilizing accumulated time, a Paid Holiday, Christmas Leave, and any other day that is paid, e.g., training, reassignment to home due to an emergency. The following are not work days; Paid Time Off, time on Supplemental Unemployment Benefits (SUB), and any unpaid day of leave, including time away from work as a result of a WCB claim.

Procedure:

A regular employee is entitled to the following paid holidays:

- *New Year's Day
- *Heritage Day
- *Good Friday
- Easter Monday
- Victoria Day
- *Canada Day
- August Civic Holiday
- *Labour Day
- Thanksgiving Day
- Remembrance Day
- *Christmas Day
- Boxing Day

* *Stat Holidays*

If the day off falls on a Saturday or a Sunday, a day is given in lieu of that day; normally the following Monday.

The number of hours the employee is paid for a paid holiday is calculated by averaging the number of hours worked over the last 30 calendar days.

Related Information:

Labour Standards Code

Contact:

Human Resources Department

Roles and Responsibilities:

Revision History:

Dec. 16, 2002, July 2004, Dec. 2005, Mar. 2009, Sept. 2010, Nov. 2012, Dec. 2013, August 2016