

**Statutory and Paid Holidays Policy**

February 2017

**POLICY:**

The CRC compensates employees for all statutory holiday as well as other holidays, as noted below.

**PROCEDURE:**

Employees shall be paid for the following holidays:

- New Years
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (Aug)
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- Plus 1 additional Christmas stat, which date to be determined annually by the Executive Director in consultation with the Board of Directors.

When such a holiday falls on a weekend, or during a vacation period, equal time off shall be granted. Public holiday pay will be paid in accordance with ESA. For employees working less than full time, compensation will be pro-rated based on the formula provided through the Employment Standards Act.