

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Holidays (General and Board Declared)

PER #05

Reviewed: October 2023

Background

The Board's Policy on [Compensation and Benefits for Non-teaching Staff](#) states *"the Superintendent shall establish, for each school year, remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement."*

Procedures

1. Upon completion of the probationary period full and part-time employees shall receive the following general and Board declared holidays with pay:

New Year's Day	August Civic Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
2. For employees who work the 10-month school year, Canada Day and the August Civic Holiday are only paid if these days fall within the employees work period, and the employee works their normal workday immediately preceding the holiday and their normal workday immediately following the holiday.
3. For employees working over the 10-month school year holiday pay is automatically added to their pay cheque (over and above the hours they are contracted for). This means that if the holiday falls on a regular day-off from work or on a regular day of work, but the employee takes the day off the employee has already been paid for the holiday. If the holiday falls on a regular workday and the employee works, they have been paid both holiday pay and regular pay.
4. For year-round staff the following applies:
 - a. If the holiday falls on a regular day of work the employee can either take the day off from work (with approval of their supervisor) or, if they are required to work, they will receive a day in-lieu to be taken within the next 30 days.
 - b. If the holiday falls on a regular day-off from the work the employee will receive a day in-lieu to be taken within the next 30 days.
5. Casual employees who do not work a regular schedule are entitled to receive statutory holiday pay in accordance with the Alberta Employment Standards:
 - a. An employee is entitled to receive statutory holiday pay if they have worked for the same employer for at least 30 days in the 12 months prior to the holiday.
 - b. Average daily wage is calculated as 5% of the employee's wages, general holiday pay, and vacation pay earned in the 4 weeks immediately preceding the general holiday.