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Subject:	Paid Holidays	Date Approved:	February 25, 2009
Approved by:	Executive Director	Date Revised:	November 11, 2014 November 30, 2010
Specific to:	All Staff	Next Review Date:	September 2017

PRINCIPLE:

The North Huron Family Health Team (NHFHT) observes certain days as paid holidays.

POLICY:

NHFHT recognizes ten (10) days as holidays and grants team members time off work on these days for which the employee is paid Holiday Pay, subject to the conditions outlined herein. The holidays observed are:

- | | |
|----------------|------------------|
| New Year’s Day | Civic Holiday |
| Family Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |

Where a holiday falls on a Saturday, the employer will recognize/observe the preceding Friday as the holiday. When the holiday falls on a Sunday the employer will recognize/observe the following Monday. When the holiday falls during an employee’s vacation, that holiday shall not be counted as a vacation day.

To be eligible for Holiday Pay, a team member must:

- (a) Be on the active payroll;
- (b) Work the regularly scheduled day of work immediately prior to and the first regularly scheduled day of work immediately following a holiday, unless absence is approved in advance, in writing on the Request for Time off Form, by the team member or the team member can show reasonable cause for not working such days;
- (c) Work on the holiday if the team member has agreed to do so unless the team member can show reasonable cause for not working on the holiday.

Definitions:

Holiday Pay – means the regular wages earned and vacation pay payable to an employee in the four (4) weeks before the work week in which the holiday occurs, divided by 20.

Regular rate – means:

- (a) For an employee who is paid by the hour, the amount earned for an hour of work in the employee’s usual work week, not counting overtime hours,
- (b) Otherwise, the amount earned in a given work week divided by the number of non-overtime hours actually worked in that week.



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NHFHT and a team member may agree that he/she will work on a holiday. Work performed on a holiday must be authorized in advance by the Executive Director.

If an employee agrees to work on a holiday, the employee will be paid his/her regular rate of pay for work performed on the holiday and receive another day off that would normally be a working day for the employee and for which the employee will be paid holiday pay. The substituted day must be mutually agreed upon and shall be a day that is no later than three (3) months after the holiday and not later than March 31st of the current fiscal year.

In the event that an employee is away on an unpaid leave of absence, away while receiving Short Term Disability or on Long Term Disability at the time of the holiday, the employee shall not be eligible for statutory holiday pay.