



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P8
SECTION: PERSONNEL POLICY	POLICY TITLE: HOLIDAYS

1. APPLICATION

1.1. This policy applies to all ~~full time, salaried, non hourly paid~~, permanent, **term, casual and seasonal** employees of the Municipality.

2. POLICY STATEMENT

2.1. **The Municipality of the District of Argyle will ensure that qualified employees who are entitled to take these days off from work will be paid the appropriate public holiday pay.**

2.2. Holidays are defined to be as follows except when they fall on a non-working day, then the next regular working day is designated.

- a) New Year's Day
- b) Nova Scotia Heritage Day (3rd Monday in February)
- c) Good Friday
- d) Easter Monday
- e) Victoria Day
- f) ~~Dominion Day~~/Canada Day
- g) Labour Day
- h) Natal Day/Civic Holiday (1st Monday in August)
- i) National Day for Truth and Reconciliation (September 30th)
- j) Thanksgiving Day
- k) Remembrance Day
- l) December 24th (½ day)
- m) Office Closure Between Christmas Day and New Year's Day*

* Days will be paid to staff without requiring the use of vacation and/or overtime. (This benefit equals a minimum of 2.5 days and a maximum of 3, when taking into account holidays noted above)

3. QUALIFYING FOR A PAID HOLIDAY

3.1. **The Municipality will pay on public holidays when the employee is entitled to receive pay for at least 15 of the 30 calendar days before the holiday on the account that the employee has:**

- **worked on their last scheduled shift a day before the holiday;**
- **works on the first scheduled shift a day after the holiday.**



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- 3.2. If the Municipality instructs the employee not to report for work on the final scheduled workday prior to the holiday or on the first scheduled work day following the holiday, the Municipality will still pay the employee if they meet the requirement as listed in section 3.1.
- 3.3. The Municipality may request specifics concerning an employee's absence on their last and/or first regularly scheduled shift(s) around the public holiday to determine whether the employee is entitled to the pay in spite of their absence. Generally, reasonable causes can be shown when an event beyond an employee's control occurs and results in their absence. Employees are responsible for establishing their reasonable cause to assure their public holiday pay.

Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum) Previous Version	July 26, 2021
Date of Passage of Previous Version	August 3, 2021
Date of Notice: Current Version	October 12, 2023
Date of Passage of Current Version	
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date



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Version Log		
Version #	Amendment	Date
1	Original Policy	January 1989
2		July 1989
3		December 10, 1991
4	Added the office closure between Christmas and New Year's Eve	November 29, 2011
5	Added Nova Scotia Heritage Day	December 9, 2014
6	Added National Day for Truth and Reconciliation	August 3, 2021
7	Added Section 3 – Qualifying for a paid Holiday.	

DRAFT