

TOWN OF STETTLER

Prepared By: Department Heads Number: II-7(e)
Adopted By: Town of Stettler Council Original Policy: 1986 08 05
Previous Policy: 1992 01 21
Current Policy: 2020 12 15
(Motion 20-12-40)

Title: **Statutory Holidays**

Purpose: To establish guidelines for statutory holiday payment for the Town of Stettler non-union employees.

Policy Statement: Employees are entitled on one day's paid leave for each of the following holidays:

- New Year's Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday (1 Day)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- Family Day
- All General Holidays proclaimed to be a statutory holiday by the Province of Alberta

When any of the above noted holidays fall on Saturday and/or Sunday and are not proclaimed as being observed on some other day, the following Monday and/or Tuesday shall be deemed to be holidays for the purpose of this policy.

When any of the above noted holidays falls on an employee's scheduled day off, except Saturday and/or Sunday, the employee shall receive another day off with pay at a time mutually agreed upon between the employee and the employer, however such day off shall be given in addition at the time of his normal days of rest.

There shall be a common flex day during Christmas. The flex day will be determined by the Town Manager in consultation with the President of CUPE Local 971. This day is not statutory

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for the purpose of computing compensation for employees required to perform work on this day.

In case of inadvertent policy update discrepancies and/or for greater clarity, Council Motion 20:12:40 (December 15, 2020) states:

“Council authorizes the same terms and benefits as within the newly ratified CUPE Collective Agreement to be applied to non-union staff.”

- * If an employee has worked for the Town of Stettler for at least thirty days in the past twelve months, and he normally does not work on the Statutory Holiday and the Town of Stettler asks the employee to work on that Statutory Holiday, then the employee would be paid his regular eight hours at double time.

- * If the employee usually works on the Statutory Holiday and does work on the Statutory Holiday, he is paid his regular eight hours plus eight hours at double time or he is paid his regular eight hours plus is given one day off in lieu equal to the number of hours worked on the Statutory Holiday.

*** NOT IN THE UNION AGREEMENT**