

# Corporate Policies

**SECTION: HOLIDAYS AND VACATIONS**

**SUBJECT: Paid Holidays**

POLICY/PROCEDURE NO. 8.1.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: October 1995

APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation will provide paid holidays for days to be considered both statutory holidays within the Province of Ontario and also additional holidays as deemed by the Corporation.

## **PURPOSE:**

To clearly identify those days which are considered paid holidays.

## **SCOPE:**

All full-time and part-time employees and subject to relevant Collective Agreements. Part-time employees will be paid in accordance with the Ontario *Employment Standards Act, 2000*.

## **PROCEDURE:**

1. An employee must be at work on both their regularly scheduled day before and after the holiday to be eligible for holiday pay or provide satisfactory medical evidence and/or explanation as to the reason why they were absent.
2. Non-union, full-time employees are entitled to paid holidays immediately upon hire without a waiting period.
3. The following listing details those days considered as paid holidays by the Corporation:

New Year's Day  
Good Friday  
Easter Monday  
Victoria Day  
Canada Day  
Civic Holiday  
Labour Day

Thanksgiving Day  
Remembrance Day  
Christmas Eve (1/2 Day)  
Christmas Day  
Boxing Day  
New Year's Eve Day (1/2 Day)  
National Day for Truth and Reconciliation

(Updated Dec. 2021)

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4. Should any of the above holidays fall on a Saturday or Sunday, payment will be granted in accordance with the Ontario Employment Standards Act, 2000.
5. Employees that work on a holiday shall receive their normal base salary and be granted another day off with pay at a time mutually agreed to by the supervisor and the employee or be paid an additional regular day's pay.
6. Should a paid holiday fall during a vacation period or short-term disability leave, an additional day may be scheduled at the end of the leave or at a later date to be mutually agreed upon by the employee and their supervisor.

## **ACCOUNTABILITY:**

The supervisor shall be responsible for managing any scheduling and/or payroll changes that may result from an employee working or being eligible for paid holidays in accordance with this policy as outlined.

## **ADMINISTRATION:**

Human Resources Division, City of Brampton 1<sup>st</sup> Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2