

## GENERAL HOLIDAYS – SUPPORT STAFF

Policy E.2.H

General holidays are sometimes referred to as statutory or, “stat”, holidays. General holidays are days recognized by legislation as holidays. Frontier School Division employees have this day off with pay, or, if they work, they are paid according to *The Employment Standards Code*.

The attached regulations provide details on the general holidays and the provisions for working on a general holiday.

Adopted September 1, 2009	Revised May 12-13, 2014	
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1. a. The following general holidays shall be observed in Frontier School Division in accordance with *The Employment Standards Code*.

- New Year's Day
- Louis Riel Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday\*
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day\*
- Any other holiday proclaimed by federal or provincial statute.

\*As per *The Employment Standards Code*, the August Civic Holiday and Boxing Day are not a general holiday. However, Frontier School Division recognizes these days as a general holiday.

- b. In addition, the Division recognizes the following days as holidays:

- Easter Monday
- Remembrance Day

## 2. General Regulations

When a general holiday falls on a Saturday or Sunday that is not a regular working day, the next regular work day becomes the holiday.

## 3. Regulations for Days Recognized as Holidays

### a. Easter Monday Observance

The following regulations apply to Easter Monday.

- i. Easter Monday is not designated as a general holiday by statute. However, the Division recognizes this day as a holiday and support staff are granted Easter Monday off with pay.  
  
Division office and Area offices will be closed on Easter Monday.
- ii. School-based support staff who are required to work because schools are in full operation on Easter Monday may take another day in lieu of Easter Monday as mutually agreed upon by the employee and the Division.

b. **Remembrance Day Observance**

Remembrance Day is subject to the provisions of *The Remembrance Day Act*.

When Remembrance Day falls on a week day, schools and offices will be closed and support staff will be granted the day off with pay.

- i. When Remembrance Day falls on a weekend, Division office and Area offices will be closed on the following Monday.

When Remembrance Day falls on a weekend, school-based support staff will be granted a day off with pay in lieu of Remembrance Day, mutually agreed upon by the employee and the Division.

Employees who are required to work on Remembrance Day must be paid in accordance with *The Employment Standards Code*.

4. **Working on a General Holiday**

An employee who works on a general holiday is entitled to be paid according to *The Employment Standards Code*.

Employees who have been granted permission to bank time should refer to Policy E.1.M – Overtime.

Information: [Policy E.1.M – Overtime](#)

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