

Section/Number: Leave Management–002	Approval Date: (DD/MM/YY)
Subject: Designated Paid Holidays	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to Designated Paid Holidays except as stipulated in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. All employees will be paid for the following designated paid holidays: <ol style="list-style-type: none"> 1.1. New Year's Day 1.2. Good Friday 1.3. Easter Monday 1.4. Victoria Day 1.5. Canada Day 1.6. Civic Holiday 1.7. Labour Day 1.8. Thanksgiving Day 1.9. Remembrance Day 1.10. Christmas Day 1.11. Boxing Day 1.12. Any local holiday proclaimed by a by-law. (Community Governments should include any additional Designated Paid Holidays) 2. If the Designated Paid Holiday falls on the employee's day of rest, he/she will be entitled to a day off with pay on the previous and/or following workdays. 3. If the employee is required to work on the designated paid holiday, he/she is entitled to overtime pay at the rate designated in the NWT Employment Standards Act. 4. An employee is entitled to Designated Paid Holidays while on approved annual leave, bereavement leave, sick leave, or court leave not exceeding 10 days. 5. An employee is not entitled to be paid Designated Holiday pay while on: <ol style="list-style-type: none"> 5.1. pregnancy leave 5.2. parental leave 5.3. compassionate leave, or 5.4. court leaves exceeding 10 days. 6. An employee is not entitled to Designated Holiday pay if: <ol style="list-style-type: none"> 6.1. the employee was required to work that day but did not report to work; or 6.2. the employee, without the consent of the employer, did not report for work on his or her last regular working day preceding or following the statutory holiday. 	

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Community Government Name

Attachments

N/A

References

Employment Standards Act

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>