



DATE: April 25, 2017

TO: Board of Trustees

FROM: Trustee Ken Gibson, Policy Review Committee
Trustee Cheryl Johner, Policy Review Committee
Trustee Bridget Stirling, Chair, Policy Review Committee

SUBJECT: First Reading, Board Policy FBD.BP Designated Holidays

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

RESOURCE STAFF: Marnie Beaudoin, Nancy Petersen

REFERENCE: FBD.BP Vacations and Holidays
[Trustees' Handbook](#) Section 6.1 – Caucus Committee
Board Policy CH.BP – Framework for Policy Development and Review

ISSUE

The Policy Review Committee is presenting FBD.BP Designated Holidays for first reading.

BACKGROUND

The Policy Review Committee reviewed FBD.BP Designated Holidays to ensure it is current and comprehensive in its scope. The administration consulted the *Employment Standards Code* and the *School Act* in the development of FBD.BP Designated Holidays, and collaborated with staff from Human Resources to verify references to the various terms of employment used in the District.

RELATED FACTS

Revisions to FBD.BP Designated Holidays include:

- changing the Board policy title from FBD.BP Vacations and Holidays to FBD.BP Designated Holidays to more accurately describe the intent and function of the policy
- inclusion of Remembrance Day
- additions of three sections: Purpose, Definitions and Accountability
- adjusting language to ensure consistency with provincial legislation, the *School Act* and terms of employment

RECOMMENDATION

1. That Board policy FBD.BP Designated Holidays be introduced.
2. That Board policy FBD.BP Designated Holidays be read for the first time and approved for posting on the District website for stakeholder input.

OPTIONS

Based on the information provided in this report, the following options are considered most appropriate:

1. Approve the first reading of policy FBD.BP Designated Holidays at the April 25, 2017 Board meeting.
2. Decline to approve the policy FBD.BP Designated Holidays and provide feedback and/or request changes.

CONSIDERATIONS and ANALYSIS

- The current Board Policy FBD.BP Vacations and Holidays requires revisions to align it with the District policy template.
- The scheduled review year for Board Policy FBD.BP Vacations and Holidays was 2016.

NEXT STEPS

1. A recommendation report will be brought to public Board on June 6, 2017, requesting second, and third and final reading of policy FBD.BP Designated Holidays.
2. Once approved, policy FBD.BP Vacations and Holidays will be communicated through the District's communication channels.

ATTACHMENTS and APPENDICES

- ATTACHMENT I Draft Board policy FBD.BP Vacations and Holidays
APPENDIX I List of Holidays

MB:mb

CODE: FBD.BP

EFFECTIVE DATE: (24-03-2009)

TOPIC: Designated Holidays

ISSUE DATE: (26-03-2009)

REVIEW YEAR: (2016)

PURPOSE

To support the Board of Trustees' (the Board) capacity to designate additional holiday time beyond general holidays.

DEFINITIONS

A **general holiday** is determined by provincial and federal governments and is legally required to be provided to employees. General holidays are often referred to as statutory holidays.

Optional holidays are not legally required by legislation to be provided as holidays, but are provided by employers as part of employee collective agreements or terms of employment.

A **Board-declared holiday** is designated at the discretion of the Board, and is generally used to provide additional time in relation to a general holiday.

POLICY

The Board recognizes that the provision of additional time in relation to specific general holidays are valued by many staff members and promote well-being.

EXPECTATIONS

A. CHRISTMAS AND NEW YEAR'S

When either Christmas or New Year's Day occurs at the point in the week where there is only one working day between the holiday and the weekend, this working day will be designated as a Board-declared holiday. The afternoons of December 24th and December 31st will be designated as holidays for the staff scheduled to work those days.

B. CANADA DAY

In years when Canada Day occurs on a weekend, the Monday immediately following that weekend will be designated as a holiday for staff normally scheduled to work on that day. In years when Canada Day occurs at a point in the week where there is only one working day between the holiday and the weekend, this working day will be designated as a holiday for those employees normally scheduled to work on that day.

C. REMEMBRANCE DAY

When Remembrance Day occurs on a work day, the Board shall designate a holiday for staff scheduled to work that day. In years on which Remembrance Day occurs on a weekend, the Board shall not designate a holiday for Remembrance Day unless by collective agreement or terms of employment.

ACCOUNTABILITY

The Superintendent shall ensure staff is made aware of general, optional and Board-declared holidays, and that the school year calendar aligns with the policy requirements.

REFERENCES

FA.BP - Human Resources Framework

GCA.AR - School Year Calendar

[*Employment Standards Code Section 25*](#)

[*School Act Section 45.1\(1\)*](#)

The following holidays are designated in Edmonton Public Schools, and align with the definitions included in FBD.BP Designated Holidays:

General holidays (in Alberta):

Holiday	Date
New Year's Day	January 1
Family Day	Varies, but generally falls on the third Monday in February
Good Friday	Friday before Easter Sunday
Victoria Day	Monday before May 25
Canada Day	July 1, except when it falls on a Sunday, then it is July 2
Labour Day	First Monday in September
Thanksgiving Day	Second Monday in October
Remembrance Day	November 11
Christmas Day	December 25

Optional holidays:

Holiday	Date
Easter Monday	First Monday following Easter
Heritage Day	First Monday in August
Boxing Day	December 26

Board-declared holidays:

Christmas Eve	December 24 (afternoon only)
New Year's Eve	December 31 (afternoon only)
Citizen's Day	Generally falls on the fourth Wednesday in July (afternoon only)