

**DATE:** June 20, 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:** Second and Third and Final Reading of 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

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**ISSUE**

The Policy Review Committee is presenting FBD.BP Designated Holidays for second and third 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. The draft policy was brought forward to Board for first reading at the April 25, 2017 Board meeting and then posted for stakeholder feedback. The Policy Review Committee gave consideration to stakeholder feedback to inform the draft policy coming forward for second and third reading.

**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, to align with the current District board policy template
  - adjusting language to ensure consistency with provincial legislation, the *School Act* and terms of employment
- The District invited stakeholders to provide feedback to the policy through an online survey. The survey was open from April 25 to May 26, 2017. The District received 572 responses from the following groups:
  - staff members (299)
  - parents (179)
  - principal/decision unit administrators (47)
  - students (44)
  - community members (3)

- When reviewing specific sections of FBD.BP Designated Holidays, the majority of stakeholders surveyed indicated they did not have concerns with the Purpose statement (92.5%), definitions (94.3%), Policy section (89.9%), Expectations (89.4%), or Accountability statement (97.1%).
- Several stakeholders provided written feedback to FBD.BP Designated Holidays. Themes that emerged from written stakeholder feedback included:
  - some responses expressed support for the Board’s capacity to designate holidays, while others expressed concern for this capacity
  - perspectives around which holidays should be considered in the policy or suggestions for additional days to be included (for example, Easter Monday, multifaith/multicultural holidays)
  - support for the significance of acknowledging Remembrance Day
  - value statements about the significance of observing multifaith holidays
  - preferences regarding the use of the terminology “general holiday” and “optional holiday”
  - comments to identify alternative methods and tools to support staff wellness
  - indicating awareness in the policy that additional days of non-instruction can have an impact on families
- After reviewing stakeholder feedback, the following adjustments have been made to the draft FBD.BP to provide further clarity:
  - Addition of several statements to the Definitions section of the policy, including:
    - specific examples of optional holidays
    - reference to *Employment Standards Code of Alberta*
    - reference to collective agreements and provincial legislation
- Language in the draft policy has been tightened to support further clarity (e.g., the reference to “Christmas” has been changed to “Christmas Day”).
- Addition of the Alberta Labour website for General Holidays and General Holiday Pay to the References section

## RECOMMENDATION

1. That Board policy FBD.BP Designated Holidays be read for the second time.
2. That Board policy FBD.BP Designated Holidays be read for the third and final time and approved.

## OPTIONS

1. Approve Board policy FBD.BP Designated Holidays.
2. Decline to approve the Board 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

Once approved, Board policy FBD.BP Designated Holidays will be posted on the District website and communicated to staff.

## ATTACHMENTS and APPENDICES

- ATTACHMENT I      Draft Board policy FBD.BP Designated 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. Examples of optional holidays include Easter Monday and Boxing Day. Optional holidays are defined by the *Employment Standards Code of Alberta*.

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. Board-declared holidays are additional to holidays included in collective agreements or provincial legislation.

## POLICY

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

## EXPECTATIONS

### A. CHRISTMAS DAY AND NEW YEAR'S DAY

When either Christmas Day 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 will designate a holiday for staff scheduled to work that day. In years on which Remembrance Day occurs on a weekend, the Board will 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

[General Holidays and General Holiday Pay](#)

[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):**

<b>Holiday</b>	<b>Date</b>
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:**

<b>Holiday</b>	<b>Date</b>
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)