

CODE: FBD.BP**EFFECTIVE DATE:** (28-01-2020)**TOPIC:** Designated Holidays**ISSUE DATE:** (29-01-2020)**REVIEW YEAR:** (2024)

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 will 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

Education Act Section 33(1)(d)