

HR-24	STATUTORY HOLIDAYS		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1992, 1999, 2003, 2006, 2011, 2012, 2016, 2018, 2021	NEXT REVIEW	2026

**1. PURPOSE**

To define how employees are compensated for statutory and non-statutory holidays.

**2. SCOPE**

This policy applies to all employees.

**3. DEFINITIONS**

Nil.

**4. STATUTORY HOLIDAYS**

a. Employees will be granted paid time off for the following statutory holidays:

- ◆ New Year’s Day
- ◆ Family Day
- ◆ Good Friday
- ◆ Victoria Day
- ◆ Canada Day
- ◆ BC Day
- ◆ Labour Day
- ◆ National Day for Truth & Reconciliation
- ◆ Thanksgiving Day
- ◆ Remembrance Day
- ◆ Christmas Day

b. The following non-statutory holidays shall be treated in the same manner as statutory holidays:

- ◆ Boxing Day
- ◆ Easter Monday

c. Regular Employees not scheduled to work on a statutory holiday will be given a day off with pay in lieu of the statutory holiday if one or more days in lieu have not been taken in time off.

d. Upon termination, employees referred to in paragraph c will receive pay in lieu of time off for the statutory holiday.

e. With reference to Policy OP-02 regarding Christmas and Boxing Days, when the Library is closed for four days, employees regularly scheduled to work on three days of the four days that the Library is closed must use one of their vacation days for the non-statutory day. Otherwise, they will be expected to work on that day although the Library is closed to the public.

**RELATED POLICIES**

- OP-02                Hours of Service
- HR-26                Leaves of Absence