

Statutory/General Holidays Recognized

Purpose *To ensure ASC has written policies and procedures that are consistent with the legislation addressing labour and/or employment standards.*

Policy Statement *In accordance with Alberta Employment Standards, ASC will recognize the following general holidays:*

- a) New Year’s Day;*
- b) Alberta Family Day;*
- c) Good Friday;*
- d) Victoria Day;*
- e) Canada Day;*
- f) Labour Day;*
- g) Thanksgiving Day;*
- h) Remembrance Day; and*
- i) Christmas Day.*

In addition, ASC will recognize Boxing Day and the August Civic holiday as general holidays.

Binder(s):	Human Resources						Page:	1 of 1
Section(s):	Benefits	A	92-06-26	R/R	94-01-19	R	97-11-10	
Program Area(s):		R/R	98-06-03	R	01/01/09	R/R	Jan 25/18	

Statutory/General Holidays Recognized

In accordance with Alberta Employment Standards, payment for general holidays will be made in the following manner.

General Holidays that fall on an employee's day off

If the general holiday falls on an employee's day off, ASC will pay the employee an average daily wage, which is calculated as 5% of the earnings for the employee's wage, general holiday pay and vacation pay in the 4 weeks immediately preceding the general holiday. In addition, should the general holiday fall during an employee's vacation, ASC will give the employee the next scheduled working day after their vacation off with pay, or by agreement, another day that would have been a working day prior to their next annual vacation.

Employee works a general holiday

ASC will pay the employee general holiday pay:

- for each hour of work of the employee on that day, a sum that is at least equal to 1.5 times the hourly wage of the employee,
- and a sum that is at least equal to the average wage of the employee.

Alternatively, in some circumstances, as per Labour standards, ASC may choose the option of paying regular wages (and overtime if applicable), plus provide a future day off with payment of an average daily wage.

The hours worked on the general holiday do not count when calculating overtime hours worked for the week in which the holiday falls.

Binder(s):	Human Resources						Page:	1 of 1
Section(s):	Benefits	A	92-06-26	R/R	94-01-19	R	97-11-10	
Program Area(s):		R/R	98-06-03	R	01/01/09	R/R	Jan 10/18	