

Lincoln Public Library Board

POLICY MANUAL

SECTION: PERSONNEL

POLICY G-18

TOPIC: STATUTORY HOLIDAYS

Page: 1 of 1

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1. Recognized holidays for the Lincoln Public Library are as follows:

New Years Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day (floater)
Easter Monday	Christmas Eve Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
August Civic Holiday	

2. Each full-time shall be entitled to a holiday with pay on each of the following days and shall receive the equivalent of the normal regular day's pay for the holiday provided.
3. When a paid holiday occurs within an employee's normal day off, a day in lieu will be granted at a time mutually agreeable to the employee and CEO.
4. If a paid holiday occurs during an employee's vacation period, the employee shall be allowed an additional vacation day with pay at a time mutually agreeable to the employee and CEO
5. The administration of the method of payment and calculation of hours for part-time employees will be according to the Employment Standards Act.