



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Statutory Holidays	HR-003	079/22	March 29/2022	1	NO

Policy Objective:

To define pay and days off related to Statutory Holidays for all employees

Policy:

1. This policy applies to all employees of the Town of Blaine Lake.
2. When a statutory holiday falls on an employee's annual vacation or scheduled day off, the employee shall be granted an additional day off.
3. Statutory holiday pay shall be governed by Saskatchewan Labour Standards.
4. The following days shall be considered as statutory holiday:

New Year's Day	Saskatchewan Day
Family Day	Labour Day
Good Friday	Thanks giving
Victoria Day	Remembrance Day
Canada Day	Christmas Day

 - a. In addition, Town Employees will be allowed to leave at 12:00 noon on December 24th and December 31st and still receive pay for the full day, when those days fall during the regular work week (Monday to Friday).
5. When an employee is required to work on a statutory holiday, the employee shall be paid, in addition to his/her regular hourly pay for that day, one and one-half (1 ½) times his regular pay for each hour or part of an hour worked. For salaried employees, the employee shall be given a day off in lieu.
6. Employees who are absent from work for any of the following reasons shall not be entitled to pay for holidays which occur during their absence:

Leave of absence
Workers Compensation
Lay Off


HR-003

TOWN OF BLAINE LAKE

Policy Title: Statutory Holidays

Date Issued: March 30, 2022 Res # 079/22

Replaced – Res # N/A


Mayor

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