

FORT LA BOSSE SCHOOL DIVISION

TITLE - **SUPPORT STAFF VACATIONS AND HOLIDAYS** POLICY - **GDD**

Approval Date - 12/10/93

Cross Reference -

Resolution # - 393/93

Implementation - 12/10/93

Legal Reference -

Last Reviewed - 23/01/12

1. All 12-month, non-teaching, non-bargaining employees will be eligible for the following holidays at their regular rates of pay:

New Year's Day
Victoria Day
Labour Day
Christmas Day
Civic Holiday

Good Friday
Canada Day
Thanksgiving Day
Boxing Day

and any other statutory holiday as proclaimed by the Province of Manitoba or the Government of Canada.

2. In order for a probationary employee to qualify for payment for the above general holidays, the employee must have met the attendance requirements of "The Employment Standards Code".
3. In order for a non-probationary employee to qualify for payment for the above general holidays, the employee must not have been voluntarily absent from his or her scheduled work day prior to or following such holiday. Vacation or an authorised leave of absence will not disqualify an employee.
4. When a general holiday occurs on Saturday or Sunday, the holiday will be observed on a working day or working days continuous with the weekend. The employer will determine such days.
5. When a general holiday occurs during an employee's annual vacation, the employee will be allowed an additional day off at a time mutually agreeable to the employee and the employer.
6. Part-time employees will receive general holiday pay based on their average daily earnings exclusive of overtime for the days on which they worked during the thirty (30) calendar days immediately preceding the general holiday.
7. The observance of Remembrance Day in Manitoba is subject to the provisions of the Remembrance Day Act, and will be observed on the day it occurs. Therefore, employees will receive pay for the holiday if Remembrance Day is observed on a normal working day.

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8. If any day, other than as listed above, is declared a school holiday by the Minister, or other authorised individual, the employees will be eligible to receive the holiday. However, if the schools are open for a portion of the day, the employees will be required to be on duty for that period of time. The remainder of the day will be observed as the holiday. This paragraph is not applicable to Spring, Summer, and Christmas Break periods as set out in the school calendar.

