



### 3.4 Statutory/General/Public Holiday Policy

#### Intent

This policy provides provincially-specific information pertaining to the employer’s observance of public/statutory holidays and employee entitlement to holiday pay.

#### Scope

This policy applies to all employees always and without exception.

The employer endeavours to incorporate holiday provisions of relevant Collective Agreements governing employment with the organization to ensure consistency and equality across all levels of employment, however unionized employees are requested to refer to their current Collective Agreement for the most up-to-date and accurate statutory/public holiday information. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

This policy has been developed to incorporate the legislative requirements of Alberta, British Columbia and Ontario and shall be updated accordingly should the employer expand operations into additional provinces.

#### Guidelines

The employer operates seven days a week, 365 days a year. As such, employees may be required to work on a statutory holiday to fulfill the operational requirements of the organization. The employer will observe statutory and civic holidays within each province of operation paying employees accordingly, including those required to work on a statutory holiday.

Qualifying permanent full-time employees shall receive the following statutory holidays with pay:

| British Columbia Operations<br>(Statutory Holidays) | Alberta Operations<br>(General Holidays) | Ontario Operations<br>(Public Holidays)       |
|---|--|---|
| New Year’s Day                                      | New Year’s Day                           | New Year’s Day                                |
| Family Day  | Alberta Family Day                       | Family Day                                    |
| Good Friday   | Good Friday                              | Good Friday                                   |
| Victoria Day  | Victoria Day                             | Victoria Day                                  |
| Canada Day  | Canada Day                               | Canada Day                                    |
| B.C. Day  | Labour Day                               | Labour Day                                    |
| Labour Day  | Thanksgiving Day                         | Thanksgiving Day                              |
| Thanksgiving Day                                    | Remembrance Day                          | Christmas Day                                 |
| Remembrance Day                                     | Christmas Day                            | Boxing Day                                    |
| Christmas Day                                       | Boxing Day                               |   |
| Boxing day  | <b>Optional Holiday:</b> Heritage Day    | <b>Optional Holiday:</b> August Civic Holiday |