## GENERAL HOLIDAYS

[Organization Name] is committed to upholding the employment rights established by the *Alberta Employment Standards Code* and will ensure that it adheres to the provisions established for General Holidays.

POLICY

[Organization Name] will ensure employees are compensated appropriately for the following nine general holidays provided according to the Code:

1. New Year’s Day
2. Family Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. Labour Day
7. Thanksgiving Day
8. Remembrance Day
9. Christmas Day

Employees who have worked for an employer for at least 30 workdays in the 12-month period prior to a General Holiday qualify for general holiday pay.

Regularly Scheduled Day of Work

When an employee is normally scheduled to work on the general holiday and is given the day off from work, they will be paid the appropriate general holiday pay of an amount that is at least their average daily wage.

As needed, [Organization Name] may request that employees work on the day of the general holiday.

If the employee works on the general holiday on a day they are normally scheduled for, they will be paid either:

* Hours worked x hourly wage x 1.5 + average daily wage, or
* Hours worked x hourly wage + future day off at average daily wage

Not A Regular Day of Work

If the general holiday falls on a day the employee is not scheduled to work, they will not receive general holiday pay unless they opt in to pick up a shift to help cover the holiday. In this case, where an employee works on the general holiday on a day they are NOT normally scheduled for, they will be paid:

* Hours worked x hourly wage x 1.5

Exceptions

If an employee does not show up to work on a general holiday they are scheduled for, the employer is not required to pay the employee. If an employee does not show up for work the day before or after the general holiday (without prior written approval), they may not be eligible for general holiday pay.