## GENERAL HOLIDAYS

[Organization Name] is committed to upholding the Employment Standard Code (the Code) in Manitoba and adhering to its guidelines, specifically those concerning general holidays.

General Holidays

There are nine general holidays in Manitoba

1. New Year's Day
2. Louis Riel Day (3rd Monday in February)
3. Good Friday
4. Victoria Day
5. July 1
6. Labour Day
7. Orange Shirt Day (National Day for Truth and Reconciliation) (observed September 30, 2024)
8. Thanksgiving Day
9. Christmas Day

POLICY

[Organization Name] will ensure that qualified employees entitled to these days off are compensated with appropriate general holiday pay per the Code guidelines.

Working on General Holidays

If necessary, [Organization Name] may require employees to work on a general holiday.

* Employees who work on a general holiday receive their general holiday pay, plus 1 ½ times their wage for the hours worked on that day.
  + Employees who work the same number of hours on general holidays receive one regular work day’s pay as general holiday pay.
  + Employees with varying hours of work or wages will have general holiday pay calculated at 5% of the gross wages (not including overtime) in the 4-week period immediately before the holiday.
* All employees receive standard holiday pay unless the following conditions apply:
  + They are scheduled to work on the holiday but are absent without permission from [Organization Name].
  + They are not present on their last scheduled workday prior to the holiday or on their first scheduled workday following the holiday without permission from [Organization Name].
* Employees who leave their jobs prior to a general holiday are not entitled to general holiday pay for that holiday.
  + Employees whose employment was terminated prior to a general holiday are still entitled to be paid 5% of total wages (excluding overtime but including wages in lieu of notice) for the four-week period immediately preceding the holiday. General holiday pay must be paid in conjunction with the employee’s final wages no later than ten business days after employment ends.