## PUBLIC (STATUTORY) HOLIDAYS

[Organization Name] is committed to upholding the employment rights as established by the [*Nova Scotia Employment Act*](https://novascotia.ca/lae/employmentrights/docs/labourstandardscodeguide.pdf)*.* Specifically, we will ensure that it adheres to the provisions established for the following public holidays in Nova Scotia.

1. New Year’s Day
2. Nova Scotia Heritage Day
3. Good Friday
4. Canada Day
5. Labour Day
6. Christmas Day

Note: [Organization Name] will pay an employee who is entitled to earning at least 15 of the 30 calendar days immediately before Remembrance Day on the account that he or she is eligible for a paid day off. That paid day can be taken at the end of the employee's vacation or on any other day agreed upon between the employee and [Organization Name].

The organization may authorize a public holiday to be observed on a specified working day other than its original date.

POLICY

[Organization Name] will ensure that qualified employees who are entitled to take these days off from work will be paid the appropriate public holiday pay.

Paying an Employee for the Holiday

[Organization Name] will pay a qualified employee the regular pay when a Holiday falls on a given day off.

[Organization Name] will pay the employee, whose hourly rate changes from day to day, before the holiday according to the average hours or wages over the 30 day period. Examples:

* [Organization Name] will pay an employee 8.5 average hours per worked shift if the employee worked 20 days out of the 30 calendar days for a total of 17 hours.
* [Organization Name] will pay $120 for employees who earned a total of $2040 in wages (including incentives) if the employees worked 17 of the 30 calendar days before the holiday.

When the Holiday Falls on An Employee’s Regular Day Off

[Organization Name] will give the employee a different day off when the holiday falls on the employee’s regular day off. [Organization Name] will decide whether the day off with pay will be given on the working day right after the holiday, or following the employee’s vacation, or another day agreed upon by [Organization Name] and the employee.

Qualifying for a Paid Holiday

[Organization Name] will pay on public holidays when the employee is entitled to receive pay for at least 15 of the 30 calendar days before the holiday on the account that the employee has:

* worked on their last scheduled shift a day before the holiday
* worked on the first schedule shift a day after the holiday

If [Organization Name] instructs the employee not to report for work on the final scheduled work day prior to the holiday or on the first scheduled work day following the holiday, [Organization Name] will still pay the employee if they meet the first requirement.

[Organization Name] may request specifics concerning an employee’s absence on their last and/or first regularly scheduled shift(s) around the public holiday to determine whether the employee is entitled to the pay in spite of their absence. Generally, reasonable cause can be shown when an event beyond an employee’s control occurs and results in their absence. Employees are responsible for establishing their reasonable cause to assure their public holiday pay.