## STATUTORY HOLIDAYS

[Organization Name] is committed to upholding the employment rights as established by the *Employment Standards Act of British Columbia*. Specifically, [Organization Name] will ensure that it adheres to the provisions established for statutory holidays in British Columbia.

1. New Year’s Day
2. Family Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. B.C. Day
7. Labour Day
8. National Day for Truth and Reconciliation (September 30)
9. Thanksgiving Day
10. Remembrance Day
11. Christmas Day

POLICY

[Organization Name] will ensure that qualified employees who are entitled to statutory holidays off from work will be paid the appropriate statutory holiday pay.

As needed, [Organization Name] may request that employees work on the day of the statutory holiday. Where an employee is required to work on a statutory holiday, they will:

* earn one and a half times their regular wage for the hours worked up to 12 hours,
* earn double their regular wage for any hours worked over 12 hours, and
* an average day’s pay.

Alternatively, [Organization Name] may, for one or more employees, substitute another day off for a statutory holiday, if previously agreed upon by [Organization Name] and the employee in writing, or if the majority of employees affected agree to the substitution. In this case, [Organization Name] will follow the same statutory holiday pay guidelines for the substituted day.

In the event an employee’s employment with [Organization Name] concludes prior to the substitute holiday day, [Organization Name] will ensure that the employee’s statutory holiday pay entitlement is included in their final wages.

Calculating Statutory Holiday Pay

Employees are entitled to statutory holiday pay in the amount of an average of the employee’s regular wages earned during the preceding 30 calendar days leading to the statutory holiday. [Organization Name] will include all wages earned during this time for the calculation – this includes salary, commission, statutory holiday pay and paid vacation, if any. However, overtime earned is not included in the calculation.

**Total wages ÷ number of days worked = statutory holiday pay (an average day's pay)**

Qualifying for Statutory Holiday Pay

Employees of [Organization Name] will qualify for statutory holiday pay if they:

* have been employed for 30 calendar days, and
* have worked or earned wages on 15 of the 30 days prior to the statutory holiday.

Where an employee does not qualify for statutory holiday pay, they are paid regular pay for working on a statutory holiday.