## STATUTORY HOLIDAYS POLICY

[Organization Name] is committed to upholding employment rights as established by the *Employment Standards Act* (the Act). Specifically, [Organization Name] will ensure that it adheres to the provisions established for Statutory Holidays in the Northwest Territories.

1. New Year's Day
2. Good Friday
3. Victoria Day
4. National Indigenous Peoples Day
5. Canada Day
6. Civic Holiday
7. Labour Day
8. National Day for Truth and Reconciliation
9. Thanksgiving Day
10. Remembrance Day
11. Christmas Day

POLICY

[Organization Name] will ensure that qualified employees, as defined by the Act, who are entitled to take these days off will be compensated with the appropriate holiday pay.

Working on a General Holiday

As needed, [Organization Name] may request that employees work on the day of the general holiday and get another day off with pay OR be paid an average day’s pay plus overtime for the hours worked on the holiday

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

Qualifying for General Holiday Pay

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

* Work for the same employer at least 30 days in the 12 months before the holiday.
* Work on the statutory holiday if called to work.
* Work the last scheduled shift before the holiday and the next scheduled shift after the holiday.

[Organization Name] may request specifics concerning an employee’s absence on their last regularly scheduled shift(s) around the statutory holiday in order 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 in order to assure their general holiday pay.