STATUTORY HOLIDAYS

[Organization Name] is committed to upholding the *Employment Standards Act of* Prince Edward Island and adhering to its guidelines. The following policy outlines the guidelines for paid public holidays.

POLICY

[Organization Name] shall ensure that qualified employees who are entitled to these paid days off are reimbursed in accordance with the Act and its rules regarding holiday pay.

Paid Holidays

All eligible employees will be provided with the following eight holidays with pay:

1. New Year’s Day
2. Islander Day
3. Good Friday
4. Canada Day
5. Labour Day
6. National Day for Truth and Reconciliation
7. Remembrance Day
8. Christmas Day

A public holiday may be declared on a certain working day other than the original date by the [Organization Name].

Qualifying For Paid Holidays

Eligible employees will qualify for a paid holiday if they meet the following criteria:

* They were employed 30 calendar days before the holiday
* They earned wages on at least 15 out of the 30 days before the holiday
* They worked on their last scheduled shift before the holiday
* They worked on the first schedule shift after the holiday
* They agreed to work on the paid holiday but failed to report for and/or perform work on the paid holiday due to a reasonable cause

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.

Paying An Employee For The Holiday

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

[Organization Name] will pay the employee, whose wages vary before the holiday according to the average hours or wages over the 30 day period by taking the total number of hours the employee worked in the 30 days preceding the holiday **divided by the number of days worked** in the same period.

Examples:

An employee earns $20 per hour and worked 70 hours in 15 days within the last 30 days preceding the holiday. This means that the employee will receive:

70 hours / 15 days = 4.66 hours

Therefore 4.66 hours x $20 = $93.20 stat holiday pay

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

If a public holiday falls on a regular non-working day for an eligible employee, [Organization Name] will provide an alternative paid day off. The specific arrangement for the alternative day off, such as whether it will be granted on the working day immediately following the holiday or after the employee's vacation, will be determined by [Organization Name] in consultation with the employee.

When The Employee Works On A Holiday

If an employee is required to work on a paid holiday, [Organization Name] shall:

* pay that employee at a rate at least equal to one and one-half times the employee’s

regular rate of wages for the time worked on that day in addition to a day’s pay at the

employee’s regular rate of pay;

* pay that employee at the employee’s regular rate of wages for the time worked on

that day and grant the employee a holiday with pay on another day agreed by the

employer and the employee before the date of the next annual vacation of the

employee.

Holiday pay will not be provided by [Organization Name] to employees who agreed to work on a holiday but did not report for duty, unless the employee can provide a valid reason supported by adequate documentation.

Not Covered By The Rules

[Organization Name] will not pay to employees from the following fields:

* Farming
* Commissioned sales outside [Organization Name]’s premises