PUBLIC HOLIDAY CHANGE FORM

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Organization Name] is a Federally Regulated workplace operating out of Ontario. Rather than observing the general holidays outlined by the Federal government, employees have made a collective decision to observe the key public holiday dates in Ontario instead (as outlined in the table below). As per our policy, employees may substitute an agreed upon holiday day for another day of value if it is agreed to in writing. If you wish to substitute a holiday, please complete the form below and return it to your supervisor.

| Ontario Holidays | Federal Holidays |
| --- | --- |
| * New Year’s Day
* Family Day
* Good Friday
* Victoria Day
* Canada Day
* Labour Day
* Thanksgiving Day
* Christmas Day
* Boxing Day
 | * New Year’s Day
* Good Friday
* Victoria Day
* Canada Day
* Labour Day
* Thanksgiving Day
* Remembrance Day
* Christmas Day
* Boxing Day
 |

| Please outline the holiday day or days from the Ontario public holidays listed above that you would like to switch:  |
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| Please outline the day/days you would prefer to have off instead:  |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date:

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Manager’s Signature (if approved) Date: