

Policy Title: Public Holidays

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input checked="" type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	January 28, 2021	Effective date:	January 28, 2021
Policy Sponsor:	Vice President, Administration and Finance	Date last reviewed:	January 28, 2021
Date of Mandatory Review (expiry date):	January 2026	Date of last revision of Procedures:	January 28, 2021

1. POLICY

- CMCC recognizes the 10 public holidays in accordance with the Ontario Employment Standards Act and grants employees time off work on these days for which the employee is paid holiday pay, subject to the conditions outlined below. The recognized holidays are:

New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Civic Holiday
Labour Day	Thanksgiving Day	Christmas Day
Boxing Day		

- To be eligible for holiday pay, an employee is to:
 - be on the active payroll
 - follow the "last and first rule," meaning they work their last regularly scheduled day before the public holiday and their first regularly scheduled day after the holiday to qualify for public holiday pay, unless they had reasonable cause to miss the scheduled time.
- If a public holiday falls on a day that would not ordinarily be a working day for an employee, CMCC will substitute another day for the employee to take off work, and for which the employee will be paid public holiday pay as if the substitute day were a public holiday. The substitute day will be specified by CMCC, in its sole discretion, that is not later than three months after the holiday.

4. Where requested, the company and an employee may agree that the employee will receive public holiday pay instead of a substitute day off. In this case, the “last and first rule” still applies.

2. PURPOSE

To specify the days that are observed public holidays and the eligibility requirements for eligible employees to receive holiday pay.

3. SCOPE

All employees.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

Ontario *Employment Standards Act* and Regulation.

5. RELATED POLICIES (not a comprehensive list)

- Employment Classifications
- Leaves
- Termination of Employment
- Vacation and Vacation Pay

6. DEFINITIONS

N/A

New Policy Approved (date):	
Policy Revision History (dates):	Holidays – December 13, 2011 Public Holidays – January 28, 2021

-----**END OF POLICY**-----

7. PROCEDURES

1. Public holiday pay is calculated by taking the total amount of regular wages earned in the four work weeks preceding the work week of the public holiday, or preceding the start of a leave or vacation, divided by 20.
2. At times, CMCC may require employees to work on a public holiday. All agreements to work on a public holiday will be made in writing, either printed form or electronically, and agreed to by the employee in advance of the holiday. In this case, the employee will be paid at a premium rate of 1.5 times their

regular rate for each hour worked on the holiday, or be paid at their regular rate for the hours worked and provided a substitute day off. The substituted day must be agreed upon prior to the statutory holiday and will be a day that is no later than three months after the holiday.

3. If an employee does not perform the work agreed to on the holiday and cannot provide reasonable cause, they may not be entitled to holiday pay and will only receive premium pay for the hours actually worked. These situations will be dealt with as needed, and determined based on the legislative requirements.
4. If an employee ceases employment with Canadian Memorial Chiropractic College before using a substitute holiday, the employee will receive holiday pay in addition to any other pay owed on their final pay.

New Procedure Approved (date):	
Procedure Revision History (dates):	Holidays – December 13, 2011 Public Holiday – January 28, 2021

8. ATTACHMENTS

None.