

# THE TOWN OF BERWICK

## POLICY STATEMENT

|  |                                       |                                   |
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|  |                                       | Policy # 4.003                    |
| <b>HOLIDAYS</b>  | Effective Date:<br>September 14, 1999 | Revision Date:<br>August 25, 2016 |
| <b>Purpose</b><br><br>To establish the recognized Holidays for employees of the Town of Berwick.   |                                       |                                   |
| <b>Objectives</b><br><br>The objectives of the Holiday Policy will be to:<br>1. State the number of paid days honored by the Town each year;<br>2. define who is eligible for holiday pay;<br>3. determine compensation for holiday work.  |                                       |                                   |
| <b>Policy</b><br>It shall be the policy of The Town of Berwick that the following recognized holidays shall be observed with pay:<br><br><ul style="list-style-type: none"><li>• New Year's Day</li><li>• NS Heritage Day</li><li>• Good Friday</li><li>• Easter Monday</li><li>• Victoria Day</li><li>• Canada Day</li><li>• First Monday in August</li><li>• Labour Day</li><li>• Thanksgiving Day</li><li>• Remembrance Day</li><li>• Christmas Day</li><li>• Boxing Day</li><li>• The days between Christmas and New Years</li></ul> |                                       |                                   |
| <b><u>Substitution</u></b><br><br>In the event that a Holiday falls on a Saturday or Sunday, then either the preceding Friday or the succeeding Monday will be observed.   |                                       |                                   |
| Authority: Council<br>Date: September 14, 1999   |                                       | Ref. Form:                        |

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|   |                                       | Policy # 4.003                    |
| <b>HOLIDAYS</b><br>(continued)  | Effective Date:<br>September 14, 1999 | Revision Date:<br>August 25, 2016 |
| <p><u>Eligibility for Pay</u></p> <p>Employees shall be paid for the above holidays provided:</p> <ul style="list-style-type: none"> <li>• they have worked the regularly scheduled shift of work immediately preceding and immediately following the holiday. A sick day or a vacation day is to be considered as a day worked; and</li> <li>• they have received, or are entitled to receive, pay for at least fifteen days during the thirty calendar days immediately preceding the holiday.</li> </ul> <p><u>Pay</u></p> <p>Employees who are eligible for holiday pay will be paid in the following manner:</p> <p>Employees who do not work on a holiday will receive pay equivalent to the amount they would have received for the normal hours of work.</p> <p>Employees who do work on a holiday shall be paid the amount they would otherwise have received for that holiday, unless a substitute day off with pay is arranged, plus one and one-half times their regular rate of wages for the time actually worked.</p> <p>Part-time and Casual employees who do not work regular scheduled hours and do not work on a holiday will receive holiday pay equivalent to the average of their daily earnings, exclusive of overtime, for the days they worked in the four (4) week period immediately preceding the week in which the holiday occurs.</p> |                                       | <b>NOTES:</b>                     |
| Authority: Council<br>Date: September 14, 1999  |                                       | Ref. Form:                        |