

MUNICIPALITY OF THE DISTRICT OF BARRINGTON POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER <u>6</u>
SECTION EMPLOYEE BENEFITS	SUBJECT HOLIDAYS

1. APPLICATION

1.1. This policy applies to all permanent employees of the Municipality.

2. POLICY STATEMENT

2.1. Holidays are defined to be as follows except when they fall on a ~~non-working day~~ **regular day of rest.**

- a) New Year's Day
- b) Nova Scotia Heritage Day
- c) Good Friday
- d) Easter Monday
- e) Victoria Day
- f) Dominion Day/Canada Day
- g) Natal Day/Civic Holiday
- h) Labour Day
- i) National Day for Truth and Reconciliation
- j) Thanksgiving Day
- k) Remembrance Day
- l) December 24th (½ day)
- m) Christmas Day
- n) Boxing Day

2.2. **For those who participate in a compressed work week arrangement, if a holiday falls on a regular day of rest (i.e., Monday) the employee shall take Tuesday off with pay. If a holiday falls on a regular day of rest (i.e., Friday) the employee shall take Thursday off with pay.** ~~then the next regular working day is designated.~~ ⁷

3. ~~2.2~~ Between Christmas and New Year's

3.1 ~~Municipal Offices (Administration Building and Recreation)~~ **Certain municipal facilities** will be closed between Christmas Day and New Year's Day. ~~These additional days are provided off to employees working in the mentioned offices.~~ For those employees that are required to work during this time ~~(Property Services, Arena Staff)~~ they will be given an equivalent number of **hours in lieu,** ~~days off~~ to be used at a different time.

4. ~~2.3~~ Staff Birthdays

4.1 Each staff **member** will receive one additional day of vacation that coincides with the staff members birthday. The day may be taken any working day within one week of their birthday. ~~May~~ **It may also** be used at another time in special circumstances with the permission of the Chief Administrative Officer.

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Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider	August 9, 2021
Date of Passage of current Policy	August 23, 2021
I certify that this "Employee Benefits – Holidays" was adopted by Council as indicated above.	
_____	_____
Chief Administrative Officer	Date

VERSION LOG

Version	Amendment Description	Amendment/Policy	Approved	Approval Date
1	Approved Policy of Council	CAO	Council	May 28, 2018
2	Added Section 2.1(i)	CAO	Council	August 23, 2021
