

MUNICIPALITY OF THE DISTRICT OF BARRINGTON POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____ 6
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 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 (1/2 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.

2.3 If a holiday falls on a Saturday or Sunday, the employee shall take Monday off with pay.

~~3. BETWEEN CHRISTMAS AND NEW YEAR'S~~ **HOLIDAY CLOSURES**

~~3.1 Certain municipal facilities will be closed between Christmas Day and New Year's Day. For those employees that are required to work during this time they will be given an equivalent number of hours in lieu, to be used at a different time.~~

3.1 At the discretion of the CAO, certain municipal facilities will close at 12:00 noon on December 24th and will be closed between Christmas Day and New Year's Day. Employees required to work during this time will be given an equivalent number of hours in lieu, to be used at a different time.

4. 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. It may also be used at another time in special circumstances with the permission of the Chief Administrative Officer.

Clerk's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider	August 9, 2022
Date of Passage of current Policy	August 30, 2022
I certify that amendments to "Employee Benefits – Holidays Policy" were adopted by Council as indicated above.	
_____	_____
Les Rossetti, Municipal Clerk	Date

VERSION LOG

Version	Amendment Description	Approved	Approval Date
1	Approved Policy of Council	Council	May 28, 2018
2	Added Section 2.1(i)	Council	August 23, 2021
3	Amended Sections 2.1, 2.2, 3.1 and 4.1	Council	August 30, 2022