



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

• **Compensation**

Regulation Code: HR-2.1.5

**Regulation: COMPENSATION FOR EMPLOYEES:
RECOGNIZED HOLIDAYS**

**Policy Code Reference: HR-2.1
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-2.1, Compensation for Employees, and in accordance with the applicable federal and provincial legislation respecting statutory holidays.

Recognized holidays to be observed are established in the terms and conditions of the individual personal services contracts for senior administration as approved by the Board, in the provisions of the terms and conditions document for principals and vice-principals as approved by the Board, in the terms and conditions of employment for employees not subject to the provisions of a collective agreement as described in this administrative regulation, and in the collective agreements for employee groups subject to the terms and conditions of collective agreements.

The specific entitlement and administration of recognized holidays for positions in the Non-union Administrative and Leadership Employee Group will be as follows.

1. Recognized Holidays

The following days will be recognized as holidays to be paid on the basis of an employee's regularly scheduled hours at the regular straight time daily rate of pay, prorated for part-time employees:

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

In addition, an employee will receive the last half of the employee's regular work day to a maximum of 4 hours on the day of Christmas Eve, December 24, as a holiday, provided that December 24 is a regular scheduled working day for the employee.

2. Recognized Holidays – Ten-month Employees

Employees who are employed to work on a 10 month basis will not receive holiday pay for Canada Day, Civic Holiday and Labour Day. Should an employee be required to work during the first week of July, the employee will be paid for the Canada Day

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Holiday. Should an employee be required to work during the week immediately preceding Labour Day, the employee will be paid for the Labour Day Holiday.

3. Recognized Holidays which Fall on a Saturday or a Sunday

Whenever a recognized holiday listed above falls on a Saturday or Sunday, at the discretion of the Board, the holiday will be celebrated on a weekday during the preceding or following week.

4. Recognized Holidays – Any Other Day Proclaimed

If any other day is proclaimed as a statutory holiday by the Provincial or Federal Governments, it will be granted to employees as an additional recognized paid holiday provided that such holiday is a school holiday.

5. Recognized Holidays During an Employee's Vacation

If any of the above recognized holidays fall or are observed during an employee's vacation, the employee may schedule the day of vacation not used at another time, subject to the approval of the employee's supervisor.

6. Recognized Holidays – Christmas Break

Employees will be off work between Christmas Day and New Year's Day without loss of pay. The specific days of the Christmas Break period will vary according to the day of the week on which Christmas falls, as set out in the schedule contained in Appendix A – Perpetual Christmas Break Schedule, which may be amended from time to time, based on the school year calendar. An employee may be required to work during this period only in special circumstances approved in advance by the appropriate superintendent in consultation with Human Resource Services. In such situations, employees will not be paid overtime but will receive time off in lieu on a straight time basis.

7. Recognized Holidays – Floating Holiday

Each employee will receive an additional holiday to be known as a floating holiday. The scheduling of this holiday will be at the discretion of the employee's supervisor, and will be at no additional cost to the Board. This holiday will be scheduled during the employee's vacation year, i.e., between July 1 and June 30, and may not accumulate from year to year.

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Holiday pay for permanent part-time employees who work full time hours per day but not per week will be paid on the basis of the proportion that their scheduled weekly hours bear to normal full time weekly hours.

Established: May 10, 2001

Revised/Reviewed:

June 7, 2011

November 23, 2017