



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	January 2018
Approving Sector Head	Director, Human Resources
Policy	Holidays

Statutory and other holidays will be observed as follows:

New Year's Day (statutory)	1st Monday in August
Heritage Day	Labour Day (statutory)
Good Friday (statutory)	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day (statutory)	Christmas Day (statutory)
	Boxing Day

The current University Holiday Schedule is available on the HR website.

All permanent full-time University employees and employees on full-time contracts of twelve (12) months or longer are entitled to be paid for all declared University holidays, provided they have worked their scheduled shifts immediately prior to and after the holiday, or were on approved leave for those shifts.

Where an employee is scheduled to work on a paid holiday as defined above, the employee shall be paid two times (2x) his/her normal hourly rate of pay for all hours work on the holiday, in addition to the holiday pay.

Temporary employees will be paid for statutory holidays according to the NS Labour Standards Code.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.