



**Policy Type:** Human Resources  
**Policy #:** HR-700-04  
**Approved by Council on:** June 25, 2018

## Human Resources – Statutory/Paid Holidays, Personal Leaves

### Policy

Full time employees of the Town of Prescott are entitled to a designated number of paid holidays each calendar year as well as personal leaves

### Objective

To ensure compliance with legislation.

### Procedure

#### Non Union Employees Statutory/Paid Holidays

Full –Time Non-Union Employees shall be entitled to the following paid holidays:

New Year’s Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day (or day in lieu)
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	½ Day of the last working day before Christmas
Civic Holiday	½ Day of the last working day before New Year’s Day

The date and time for taking the Float Day shall be mutually agreed upon by the Town and employee. The Float Day cannot be carried over from one calendar year to the next.

If the Federal Government declares another Paid Holiday such holiday will be added to the above list and be effective on the day declared.

When any of the above holidays falls on a Saturday or Sunday, the holiday shall be taken on the same day it is taken by Canadian Banking institutions.



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An employee who qualifies to receive pay for any holiday will not be entitled, in the event of illness or injury, to receive short term disability benefits in addition to holiday pay in respect of the same day.

All other categories of employees will be entitled to statutory holiday pay as defined in the Employment Standards Act.

### Non Union Employees Personal Leave/Emergency Personal Leave

Full –Time Non-Union Employees shall be entitled to two (2) personal leave days per calendar year without the loss of pay or benefits. This shall constitute the two personal emergency leave days that are provided for under the Employment Standards Act. These days shall not accumulate from year to year. Employees are entitled to take an additional eight (8) unpaid emergency leave days per year. These days shall not accumulate from year to year. The Employment Standards Act defines the parameters by which this leave can be requested and accessed.

### Non-Union Employees Illness of Family Members

Full-time Non-Union Employees shall be allowed to utilize up to three (3) days per annum of accumulated sick leave credits for the purpose of providing care for his or her spouse, child who is ill, including step-child of a registered common-law spouse, parents, step-parents, parents-in-law, grandchildren, legal guardian, or a person for whom the employee is the primary caregiver. Use of this provision shall not be considered part of the employee's personal sick attendance record.

### Non-Union Employees General Leave

The Town of Prescott will grant a leave of absence without pay for a period not exceeding one (1) year, or longer if mutually agreed, if he/she requests such leave for good and sufficient cause.

Such request shall be in writing and shall set out the reasons for the request and be submitted for the consideration by the CAO as far in advance as possible. Approval shall be based on operational needs of the department, but may not be unreasonably withheld. Leave shall not be granted for the purposes of working elsewhere. Leave in excess of twenty working days shall be without benefits. The Town shall pay the benefit premiums



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for a period of up to six (6) months for Employees taking a general leave for compassionate reasons.