



## ARCHDIOCESE OF REGINA

|                     |                                                                                 |                       |               |
|---------------------|---------------------------------------------------------------------------------|-----------------------|---------------|
| <b>Policy Name:</b> | Holidays                                                                        | <b>Number:</b>        | S4-6          |
| <b>Policy Type:</b> | Employment Benefits and Protection of Employees                                 | <b>Date Approved:</b> | February 2017 |
| <b>Legislation:</b> | <i>The Saskatchewan Employment Act Section 2-30, Section 2-31, Section 2-32</i> | <b>Date Revised:</b>  | July 2021     |

**Policy Statement:** The Archdiocese recognizes and provides paid Named Holiday (statutory and non-statutory) for eligible employees.

**Definitions:** The following are the named holidays.

|                                           |              |                          |
|-------------------------------------------|--------------|--------------------------|
| New Year's Day                            | Family Day   | Canada Day               |
| Easter Monday                             | Victoria Day | Thanksgiving Day         |
| First Monday in August                    | Labour Day   | Christmas Day            |
| Remembrance Day                           | Good Friday  | Christmas Eve (optional) |
| National Day for Truth and Reconciliation |              | Boxing Day (optional)    |

And any other day proclaimed by the Federal/Provincial/Civic Government and all special holidays declared by the Archbishop of Regina.

- Procedure:**
- When any of the aforementioned holidays falls on an employee's vacation, day off or day of rest, such employee shall be entitled to an additional day off or, upon request, to an alternate day off with pay, to be taken within one (1) months' time.
  - Part-time employees shall be paid for holidays listed above in accordance to the regulations of *The Saskatchewan Employment Act* five (5%) percent of previous four (4) weeks' hours.