

Mayne Island Improvement District

Statutory Holidays Policy

PURPOSE

Ensuring employees are afforded the opportunity to enjoy British Columbia's Statutory Holidays away from work is an important part of maintaining the health of workers as well as a healthy workplace. To ensure workers receive a fair and consistent entitlement under requirements of the Act, the Mayne Island Improvement District Board of Trustees has adopted the following policy and procedure.

SCOPE

All full time, part time, and volunteer paid-on-call employees of the Mayne Island Improvement District and Mayne Island Volunteer Fire Department.

POLICY

It is the policy of the District to ensure employees of the District, whether paid or volunteer, are given statutory holidays off from work whenever possible, and compensated in accordance with *Employment Standards Act and Regulation - Statutory Holidays*.

The District will establish and maintain a Statutory Holiday time bank for eligible employees, which shall include managers. The employer shall advise said employees on a regular basis of any banked time entitlement. Banked statutory holiday time must be taken prior to the next occurring statutory holiday.

PROCEDURE

Eligible employees are entitled to a holiday with pay on each of the following Statutory Holidays, providing such holiday falls on, or is observed on, Monday to Friday inclusive. Eligible employees shall have the following statutory holidays added to their banked time:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- BC Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

*Easter Sunday, Easter Monday and Boxing Day are not statutory holidays.

Employees shall be scheduled so as to allow observance of statutory holidays whenever possible, however, due to the nature of our business; employees may be required to work on statutory holidays from time to time.

When an employee is given a day off on a statutory holiday, or it falls on a regular day off, an eligible employee is entitled to be paid an average day's pay, as calculated from their total wages earned in the 30 days immediately prior to the statutory holiday. The employee will have the equivalent of an average day's pay added to their time bank.

An eligible employee who is scheduled to work on a statutory holiday is entitled to receive:

- time-and-one-half for the first 12 hours worked and double-time for any work over 12 hours; PLUS
- an average day's pay, of which the half-time and an average day's pay will be added to the employees' statutory holiday time bank in hours to be taken as time off with pay as soon as possible, prior to the next occurring statutory holiday.

Employees may be scheduled to work on statutory holidays when operational or business needs require employees to work on a statutory holiday. For example:

- July 1st - Canada Day; AND
- November 11th - Remembrance Day

The Act applies to eligible employees for wages earned responding to emergency pager calls and unscheduled employee call-ins which occur during a statutory holiday period.

Eligible employees who respond to emergency pager calls and unscheduled employee call-ins on a statutory holiday shall be paid out for time responding to calls at one-and-one-half times their hourly wages.

EXCLUSIONS

No statutory holiday pay for ineligible employees:

- An employee who is not eligible for statutory holiday pay is not entitled to be paid an average day's pay. If an ineligible employee works on a statutory holiday they may be paid as if it were a regular work day.
- An employee scheduled to work, and who fails to report for that scheduled work on a statutory holiday is not entitled to receive an average day's pay or another day off in lieu of the statutory holiday in banked time or wages paid.

REFERENCE

Employment Standards Act and Regulation Part 5 — Statutory Holidays