

12. Statutory Holidays

(a) Statutory holidays recognized

There are 11 statutory holidays in British Columbia:

New Year's Day	British Columbia Day
Family Day	Labour Day
Good Friday	National Day of Truth and Reconciliation
Victoria Day	Thanksgiving
Canada Day	Remembrance Day
Christmas Day	

(b) Boxing Day and Easter Monday

Boxing Day (December 26th) and Easter Monday, while not Provincial statutory holidays, are treated by the Society in the same way as the above statutory holidays.

(c) Eligibility

An employee must have been employed by Spectrum for 30 days in order to be eligible for statutory holidays, according to the conditions set forth below.

(d) Statutory holiday pay

An employee who has worked at least 15 days (or 15 shifts) of the 30 calendar days prior to a statutory holiday is entitled to an **“average day’s pay”** for the holiday, to a maximum of 8 hours, for example –

- An employee who works 20 hrs/week gets 4 hours pay as their **“average day’s pay”**.
- An employee who works 30 hrs/week gets 6 hours pay as their **“average day’s pay”**.

An employee who has worked fewer than 15 days (or fewer than 15 shifts) of the 30 days prior to a statutory holiday is not entitled to a day off or an average day’s pay.

(e) Working on a statutory holiday

An eligible employee who works on a statutory holiday must be paid time and a half for the first 12 hours and double time after 12 hours. As above, if the employee has worked 15 of the 30 calendar days (or 15 shifts) prior to the statutory holiday, the employee also receives an average day’s pay OR alternate day off with pay, to a maximum of 8 hours.

(f) Statutory holiday on a day off

Where a statutory holiday falls on a non-working day for an eligible employee, and the employee has worked 15 of the 30 calendar days (or 15 shifts) prior to the statutory holiday, the employee must be given an alternate day off with pay. The alternate day off shall be equivalent to an “average day,” based on the calculation set forth in section 12.d. of this policy. The alternate day off shall be scheduled by mutual agreement and taken within 90 days following the month in which it was earned.

(g) Statutory holiday on a day of vacation

Where an employee is on vacation leave and a statutory holiday to which he/she is entitled falls within that period, an additional day of vacation shall be granted in lieu.

- (h) **Christmas Day or New Year's Day off**
The Society agrees to make every reasonable effort to ensure that permanent employees required to work shifts shall have at least one of Christmas Day or the following New Year's Day off.
- (i) **Supervisory and administrative personnel**
Supervisory and administrative personnel will take statutory holidays off, unless otherwise approved in advance.
- (j) **Staffing levels on statutory holidays**
The coordinator will review and approve the staffing levels to be maintained on statutory holidays, based on the program needs and budget.
- (k) **Alternative Holidays**
Employees can take alternative days as paid holidays by banking their regular day of pay from Easter Monday and/or Boxing Day and using those hours for a day meaningful for their family. Some examples are National Indigenous Peoples Day, Louis Riel Day, Nowruz, Vaisakhi, Rosh Hashanah or Lunar New Year. Please provide two weeks notice to your supervisor of your requested day off.