

POL-ADM.2018.34 Title: *Public Holidays*



Type:	Human Resources
Authority:	CEO
Resolution No:	BMPL 2018-200 on 10-25-18; POL-ADM.2018.34
Associated Documents:	Employment Standards Act, S.O. 2000, Part X
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Policy Statement

The Blue Mountains Public Library shall balance the needs of community service with the need for staff to have holiday time. The CEO shall adhere to the Employment Standards Act, S.O. 2000 and subsequent Acts pertaining to remuneration and closures for public holidays.

ADM.2018.34.1 Public Holidays (Statutory)

1. An employee's public holiday pay for a given public holiday shall be equal to the total amount of regular wages earned and vacation pay payable to the employee in the previous pay period divided by the number of days worked. However, the employee has no entitlement:
 - 1.1. Where a holiday falls in the first pay period of a new employee, in which case, the hours worked prior to the holiday will be divided by the number of days which were worked prior to the holiday.
 - 1.2. If, without reasonable cause, the employee does not work on the last regularly scheduled day of work before the public holiday, or all of the first regularly scheduled day of work after the public holiday.
2. When an employee's regular day off falls on a statutory or recognized holiday the employee shall be entitled to a day off in lieu of the holiday. This substitution day should be taken prior to the end of the next pay period unless otherwise approved by the CEO.

ADM.2018.34.2 BMPL Board Designated Holidays

1. Board Designated Holidays are those which are designated by the BMPL Board for which the library, museum or gallery is closed to the public; and are not necessarily the Public (Statutory) Holidays according to the ESA.
2. Only employees whose regularly scheduled hours of work would normally fall on a BMPL Designated Holiday closure will be paid for those hours at their regular rate of pay.
3. The Board shall review Board Designated Holidays a minimum of once in each fiscal year at the November Board Meeting. Additions to, or removal of any Board Designated Holidays shall be made known to employees following this Board Meeting.

ADM.2018.34.3 Holiday Closure Schedule

1. The library, museum and gallery shall close for the following nine Ontario public holidays:
 - 1.1. New Year's Day (P.H.)
 - 1.2. Family Day (P.H.)
 - 1.3. Good Friday (P.H.)
 - 1.4. Victoria Day (P.H.)
 - 1.5. Canada Day (P.H.)
 - 1.6. Labour Day (P.H.)
 - 1.7. Thanksgiving Monday (P.H.)
 - 1.8. Christmas Day (P.H.)
 - 1.9. Boxing Day (P.H.)
2. The library, museum and gallery shall close for the following Board Designated holidays.
 - 2.1. New Year's Eve at 5:00pm (B.D.H.)
 - 2.2. Easter Sunday (B.D.H.)
 - 2.3. Easter Monday (B.D.H.)
 - 2.4. Civic Holiday (B.D.H.)
 - 2.5. Remembrance Day (B.D.H.)
 - 2.6. Christmas Eve at 2:00pm (B.D.H.)