 Town of CANMORE	Council Policy
Policy Title:	General Holidays
Policy Number:	HR-004
Date in Effect:	June 27, 2017
Current as of:	July 6, 2021

POLICY STATEMENT

1. It is the policy of the Town of Canmore ("Town") to provide its employees with general holidays and general holiday pay. 176-2021
2. *Repealed 176-2021*

PURPOSE

3. The purpose of this policy is to acknowledge the general holidays legislated under the Alberta Employment Standards Code and Regulation and establish the general holidays designated by the Town in addition to those which are legislated.
4. Eligibility for general holidays is outlined in the Town's General Holidays Eligibility and Application Grid. 176-2021
- 4.1 This policy applies to all employees of the Town except those governed by a collective agreement. 176-2021

DEFINITIONS

5. "Employee" means any non-union employee, supervisor, or manager.
6. "General holiday", also referred to as "statutory holiday", means a holiday as legislated or allowed under the *Alberta Employment Standards Code and Regulation*. 176-2021

RECOGNIZED GENERAL HOLIDAYS

7. The Town recognizes the following legislated and designated general holidays:
 - a) Legislated general holidays:
 - New Year's Day (January 1)
 - Alberta Family Day (Third Monday in February)
 - Good Friday (Friday before Easter)
 - Victoria Day (Monday before May 25)
 - Canada Day (July 1, except when it falls on a Sunday, then it is July 2)
 - Labour Day (First Monday in September)

Policy approved by: 

Thanksgiving Day (Second Monday in October)
Remembrance Day (November 11)
Christmas Day (December 25)

b) Designated general holidays:

Alberta Heritage Day (First Monday of August)
Truth and Reconciliation Day (September 30)
Boxing Day (December 26)

176-2021

c) Any other day identified, by regulation, as a general holiday under provincial legislation.

d.1) When any of the Town-recognized general holidays falls on a normal day(s) of rest for full-time employees, the following regular work day(s) shall be deemed to be the statutory holiday.

- i. The exceptions of this policy shall be Remembrance Day and Truth and Reconciliation Day, which shall be observed strictly on the day on which they fall, with no allowance for the following work day off.

176-2021

RESPONSIBILITIES

8. It is the responsibility of the Chief Administrative Officer to determine Town business and operational closures as they relate to general holiday recognition.

9. *Repealed 176-2021*

10. It is the responsibility of the Manager of Human Resources or designate to:

- a) Establish the procedures for general holiday eligibility and application;
- b) *Repealed 176-2021*
- c) Ensure general holiday eligibility rules are compliant with the *Alberta Employment Standards Code and Regulation*.

c.1) Review and affirm or consider approval of amendments to this policy as presented at least once per term.

176-2021

11. *Repealed 176-2021*

POLICY REVIEW

12. This policy will be reviewed by Council on or before July 30, 2025.

176-2021

RELATED DOCUMENTS


13. Alberta Employment Standards Code and Regulation

176-2021

REPEALS POLICY: Statutory Holidays Policy 207-90

Policy approved by: CTT Jg

AUTHORIZATION:


John Borrowman
Mayor


Cheryl Hyde
Municipal Clerk

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-06-27	208-2017	
Amended	2021-07-06	176-2021	Remove: procedural language, references to Alberta Standards and Eligibility Grid; replace Easter Monday with Truth and Reconciliation Day; clarify observance of Remembrance Day and Truth and Reconciliation Day.

Policy approved by: 