

**POLICY: DESIGNATED HOLIDAYS AND FLOATING HOLIDAYS
POLICY**

SECTION: II - General Policies – Human Resources

MOTION#/DATE: May 28, 2001

Policy Statement

To provide employees with designated days as paid holidays throughout the year and two flexible days of leave.

Application

This policy applies to all non-union employees.

Conditions

Employees are entitled to the following days that are designated as holidays by the Toronto Public Library Board in each year:

- New Years Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- Remembrance Day (non-union employees will be granted a day off in lieu of Remembrance Day because the Toronto Public Library provides regular service on this Designated Holiday)

When any of the above named holidays fall on a Saturday or Sunday the Board may designate an alternate day.

A designated holiday that occurs during an employee's vacation, is considered a designated holiday and not a vacation day.

A designated holiday that occurs during an employee's period of illness, is considered a designated holiday and not a sick day.

Employees are eligible for two (2) floating holidays in each calendar year which can be taken at a time that is compatible with the operational requirements of the division/department in which the employee works.

Implementation

Employees must seek their managers' approval when scheduling their floating holidays.

Salary & Benefits

Employees who are not required to work on designated holidays are paid their regular rate of pay for those days.

Employees who are required to work on a designated holiday will be compensated for time worked under the terms of the Lieu Time Policy, plus one day's regular rate of pay or an alternate day off in lieu of the holiday.

Employees who are on acting assignments for three continuous months or more are paid for designated holidays and floating holidays at the compensation rate of their acting positions.