

**Title: Human Resources Management
Policy – General Holidays**

Policy No: 1983-06

**Approval: Town Council
Effective Date: January 25, 2006**



Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that it is necessary and advantageous to provide employees a day off with pay for certain holidays.

Purpose: To establish how and when employees are given a day off with pay for certain holidays.

Principles:

1) PERMANENT EMPLOYEES

a) All permanent employees are entitled to a day off with pay for the following General Holidays:

- New Year's Day (January 1)
- Family Day
- Good Friday
- Remembrance Day (November 11)
- Victoria Day
- Canada Day
- Civic Holiday (1 Day)
- Labour Day
- Thanksgiving Day
- Christmas Day
- Box Day

b) Town Council also grants an additional ½ day off with pay at Christmas time to all permanent employees. This General Holiday will be observed:

i) On December 24 (Christmas Eve) 1 PM – 4:30 PM