

Company Paid Holidays

Overview

If you're a full-time employee, we provide Company-paid time off for selected holidays. Please see the list below for dates of paid holidays.

Some of us may wish to have time off for religious holidays that are not legislated as statutory holidays in this jurisdiction. We make every effort to honor an individual's religious preference and if possible, grant time off without pay, time off in lieu of overtime worked if you have a time bank, or allow an individual to use vacation time to attend worship services or celebrating holidays consistent with their expressed faith.

Document Owner:	Human Resources
Practice Applies to:	Employees entitled to standard benefits
Process Responsibility:	Managers
Final Accountability:	Managers

Guidelines

The 9 paid holidays we're celebrating this year, along with the day of the week the holiday will be recognized, are:

Paid Holiday Schedule for 200

• New Year's Day	Add: Date of Holiday	Add: Date holiday is recognized
• Good Friday	Add: Date of Holiday	Add: Date holiday is recognized
• Victoria Day	Add: Date of Holiday	Add: Date holiday is recognized
• Canada Day	Add: Date of Holiday	Add: Date holiday is recognized
• British Columbia Day	Add: Date of Holiday	Add: Date holiday is recognized
• Labour Day	Add: Date of Holiday	Add: Date holiday is recognized
• Thanksgiving Day	Add: Date of Holiday	Add: Date holiday is recognized
• Remembrance Day	Add: Date of Holiday	Add: Date holiday is recognized
• Christmas Day	Add: Date of Holiday	Add: Date holiday is recognized

Every reasonable effort will be made to grant unpaid time off for attending worship services or celebrating holidays consistent with an individual's expressed faith, at the discretion of your manager.

All requests for time off for observance of religious holidays or worship services must be submitted to your manager in writing at least one week in advance.

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This year's December/January holiday office closures

TIP: The following is an example holiday closure communication framework

Date	Details	Where to post time-off on timesheet
Wednesday, Dec 24	Work until noon – ½ day off - company-paid	If not in the office at all – full day of personal benefits used –ie vacation or unpaid time off
Thursday, Dec 25	Off – Company-paid holiday	Company-paid holiday
Friday, Dec 26	Off – Company-paid holiday	Company-paid holiday
Monday, Dec 29	Office open – regular working day	If absent, personal benefits used – ie vacation or unpaid time off
Tuesday, Dec 30	Office open – regular working day	If absent, personal benefits used – ie vacation or unpaid time off
Wednesday, Dec 31	Work until noon – ½ day off - company-paid	If not in the office at all – full day of personal benefits used –ie vacation or unpaid time off
Thursday, Jan 01	Off – Company-paid holiday	Company-paid holiday
Friday, Jan 02	Office open – regular working day	If absent, personal benefits used – ie vacation or unpaid time off

Additional Information

Related Documents

- ADD: Related documents and hyperlink as applicable
- 2900 Vacation
- 3500 Our Working Hours
- 3907 Time Off Reporting

External Resources

- ADD: Names, contact information or hyperlinks to external resources the reader may find useful in addition to this document

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If you have questions, comments or suggestions regarding this document, contact **ADD: Contact name and email address.**

Caution! This is a legally sensitive document. Legal review after customization is strongly recommended. To contact the attorney who reviewed ClearSite, please visit us at <http://connectsus.com/partners/CurrentPartners.htm>

Customization Recommendations and Tips:

- *Some components of this document contain legally sensitive material. Altering content could change the validity of the document. B.C. Employment Standards Act regulates minimum requirements for paid Statutory holiday entitlements. For detailed information on eligibility and overtime, see the links below in Additional Resources to include in your final document depending on your organization's requirements.*
- *This document is provided as a sample – you may use the content as a starting point but details must be replaced with your organization's information.*

Additional Resources

- *BC Employment Standards Branch – Statutory Holidays in BC Fact Sheet: http://www.labour.gov.bc.ca/esb/facshts/statutory_holidays.htm*
- *B.C. Employment Standards Act – Statutory Holidays: http://www.qp.gov.bc.ca/statreg/stat/E/96113_01.htm#part5*
- *Canada Statutory Holidays (for an overview of provincial differences) – scroll down to B.C. - http://www.hrsdc.gc.ca/en/lp/spila/cli/eslc/stat_hol.pdf*
- *Employment Standards Branch – High Tech Employees Overtime, Hours of work, and Statutory holiday differences and exemptions: http://www.labour.gov.bc.ca/esb/facshts/high_tech.htm*

Note: "[Back to Table of Contents](#)" shown on the 1st page of this document, should be hyperlinked to your Manual table of contents - or removed completely.

Note: The instructions and resources in this box are provided to help you customize this document and should be deleted before the document is released in your organization. Click on the border around this box to select it, then press "Delete".