

## **SECTION 4**

### **COMPENSATION**

#### **4.06 STATUTORY HOLIDAYS**

<b>AUTHORITY:</b>	THE COLLECTIVE AGREEMENT BETWEEN THE PROVINCE OF PRINCE EDWARD ISLAND AND THE UNION OF PUBLIC SECTOR EMPLOYEES
<b>ADMINISTRATION:</b>	P.E.I. PUBLIC SERVICE COMMISSION GOVERNMENT DEPARTMENTS AND AGENCIES

<b>Sub-section 4.06 Statutory Holidays</b>	<b>Date: 6 June 2018</b>	<b>Page</b>	<b>1 of 2</b>
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## 1. PURPOSE

1.01 To outline the terms and conditions related to the accumulation and utilization of an employee's statutory holidays.

## 2. APPLICATION

2.01 This applies to all employees within the civil service.

## 3. POLICY

### 3.01 Entitlement

- (a) Statutory holidays are set out in Article 22 of the Collective Agreement.
- (b) When a statutory holiday falls on an employee's day of rest the holiday shall be granted with pay on either:
  - (i) the day immediately following the Employee's day of rest, or
  - (ii) the day following the Employee's annual vacation, or
  - (iii) another day mutually agreed upon between the employee and Employing Authority within three months of the holiday.
- (c) Part time employees shall be entitled to the statutory holiday on a pro rated basis, based on the previous 28 calendar days or the hours worked in the current pay period.
- (d) Temporary employees hired for less than four (4) months and casual employees are paid 12% in lieu of benefits (Article 2.02). Notwithstanding 2.02, such employees who work on a statutory holiday shall be paid the holiday premium rate for scheduled hours worked on a holiday and double time for all hours worked in excess.

### 3.02 Working on Statutory Holidays

- (a) Employees who are required to work on a statutory holiday, other than Christmas Day, shall be paid at the holiday premium rate of time and one-half for his/her scheduled hours and double time for all hours in excess. Employees who are required to work on Christmas Day shall be paid at the holiday premium rate of double time for all hours worked.

- (b) An employee who works a twelve (12) hour shift on a statutory holiday (other than Christmas) will be compensated as follows:

(11.25 hours x hourly rate) x 1.5 + (11.25 hours compensatory leave x hourly rate)

- (c) However, when a twelve hour shift employee is scheduled to be off on the holiday, they are to be treated the same as an eight (8) hour shift employee, i.e., the holiday is 7.5 hours not 11.25 hours.

### 3.03 Unscheduled Work on Holidays

If, less than forty-eight (48) hours prior to a holiday, an employee is requested to work on a holiday when he/she was not scheduled to work and works, he/she shall receive pay for hours worked at the holiday premium rate of two (2) times the hourly rate in addition to the other paid leave provisions in Article 22.