



Town of Antigonish Designated Holidays Policy

Scope

The purpose of this policy is to provide a uniform procedure for designated holidays for all non-union employees of the Town of Antigonish and is adopted under authority of Section 48 (3) of the Municipal Government Act.

Policy

1. All non-union employees shall be entitled to the following designated holidays, (dates inserted where applicable):
 - New Year's Day (January 1)
 - Good Friday
 - Easter Monday
 - Victoria Day (May)
 - Canada Day (July 1)
 - First Monday in August
 - Labour Day (September)
 - Thanksgiving Day (October)
 - Remembrance Day (November 11)
 - Christmas Day (December 25)
 - Boxing Day (December 26)
2. All non-union employees shall be entitled to ½ half day on December 24 each year. During this ½ half day, Town buildings will close at 12:00 Noon.
3. Town buildings will be closed for the duration of time between December 27 and December 31. All non-union employees are required to take vacation days for this period.
4. Pursuant to Section #1 and Section #2, if the designated holiday falls on the weekend, the designated holiday will be taken on the next working day immediately following the weekend.
5. All part-time, seasonal, and/or temporary employees are subject to the terms under the Labour Standards Code or its successor with respect to remuneration for designated holidays.

CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent

To Consider (Minimum 7 Days): November 16, 2009

Date of Passage of Current Policy: December 21, 2009

I certify that this Policy was adopted by Council as indicated above.

D. Kampen

Chief Administrative Officer

Jan. 4, 2010

Date