



ARCHDIOCESE OF REGINA

Policy Name:	Holidays	Number:	S4-6
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
Legislation:	<i>The Saskatchewan Employment Act Section 2-30, Section 2-31, Section 2-32</i>	Date Revised:	

Policy Statement: The Archdiocese recognizes and provides paid Named Holiday (statutory and non-statutory) for eligible employees.

Definitions: The following are the named holidays.

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|------------------------|---------------|------------------|
| New Year’s Day | Family Day | Good Friday |
| Easter Monday | Victoria Day | Canada Day |
| First Monday in August | Labour Day | Thanksgiving Day |
| Remembrance Day | Christmas Eve | Christmas Day |
| Boxing Day | | |

And any other day proclaimed by the Federal/Provincial/Civic Government and all special holidays declared by the Archbishop of Regina.

- Procedure:**
- a) When any of the aforementioned holidays falls on an employee’s vacation, day off or day of rest, such employee shall be entitled to an additional day off or, upon request, to an alternate day off with pay, to be taken within one (1) months’ time.
 - b) Part-time employees shall be paid for holidays listed above in accordance to the regulations of *The Saskatchewan Employment Act* five (5%) percent of previous four (4) weeks’ hours.

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