

Section Human Resources	Procedure Number RCJTC AP.05.08
Procedure Title Holidays and Vacation Procedure	
Date September 1, 2010	Revised

Paid Holidays

RCJTC recognizes the following days as paid holidays, provided the employee received remuneration for the regularly scheduled RCJTC work day before and after the holiday:

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| New Year's Day | Civic Holiday |
| Family Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Christmas Day |
| Victoria Day | Boxing Day |
| Canada Day | |

In lieu of Remembrance Day, one (1) floating holiday shall be granted to each employee who is employed by RCJTC on November 1st. This holiday shall normally be taken on a non-instructional day between November 1 and June 30. The General Manager's approval shall be obtained and seven (7) days' notice provided before the holiday is taken. This holiday may be split into two (2) half days provided these are taken on the employee's last regularly scheduled day or shift prior to Christmas Day and New Year's Day.

The last half of the shift of the last regular scheduled work day prior to Christmas Day and New Year's Day shall be granted as a holiday with pay.

Any other day proclaimed as a holiday by the Dominion or Provincial Government.

Holidays Falling on Weekend

When any of the paid holidays specifically named above as full days fall on a Saturday or Sunday and are not proclaimed as being observed on some other day, the following Monday shall be deemed to be the holiday.

When Christmas Day falls on a Saturday or Sunday, the following Monday shall be deemed to be the holiday and the following Tuesday shall be deemed to be the holiday for Boxing Day.

Holidays on Days Off

When any of the above noted paid holidays fall on an employee's scheduled day off, the employee shall receive another day off with pay at a time mutually agreed upon between the employee and the General Manager.

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Vacation Pay

Full time permanent employees who earn remuneration for the entire period September 1st to August 31st shall accumulate paid vacation leave as set out in the following table.

<u>Continuous Service with Remuneration</u>	<u>Vacation Leave Per Year</u>
0 years to less than 3 completed years	1 day per month to maximum of 10 working days
3 completed years to less than 10 completed years	15 working days
10 completed years to less than 15 completed years	20 working days
15 completed years to less than 20 completed years	22 working days
20 completed years to less than 30 completed years	25 working days
30 or more completed years	30 working days

Employees shall be entitled to vacation with pay on a prorated basis with respect to any final period of employment which is less than one full year based on the following formula:

$$\frac{\text{Days with remuneration}}{260} \times \text{Vacation days allowed (based on years of service)} \times \text{Percentage of employment}$$

Temporary employees will receive their vacation pay with their bi-weekly remuneration at the rate specified by the Employment Standards Act.

Holidays During Vacation

An employee shall receive an extra day's vacation with pay for any holiday as defined under "Paid Holidays" which falls within the employee's vacation.

Vacation Carryover

A maximum of ten (10) days of vacation credit may be carried forward from one year to the next. Written permission of the General Manager is required to carry forward more than ten (10) days of vacation from any year to the subsequent year.

Related RCJTC Policy

P.05.08 *Holidays and Vacation Policy*