

**COLLEGE STAFF
HOLIDAY SCHEDULE
2016/2017**

The holiday closure will be effective:

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| Wednesday, December 22, 2016 | The College will close end of regular business hours |
| Tuesday, January 3, 2017 | The College re-opens and all employees resume their regularly scheduled hours |

WORKING DURING THE HOLIDAY PERIOD:

Support staff who are scheduled by their manager to work at the College during the holiday period, shall be eligible for time and one half pay for each hour worked in addition to their regular holiday pay.

PART-TIME SUPPORT STAFF:

To be eligible for statutory holiday pay for the three statutory holidays during the holiday period, (Christmas Day, Boxing Day and New Year's Day), part-time support staff must meet the following criteria as per the Employment Standards Act:

- have worked on their scheduled day of work **preceding** and **following** the recognized holiday period

Part-time staff who meet the above criteria and are required to work on any of the three statutory holidays are to be paid at time and one half pay for each hour worked plus statutory holiday pay. Should staff be required to work on any of the other days during the holiday period they are to be paid on a regular hourly rate basis.

Statutory holiday payments to part-time staff that work irregular hours shall be equal to the total amount of regular wages and vacation pay payable to the employee in the four work weeks before the work week in which the public holiday occurred, divided by 20.

PAYMENT PROCEDURE FOR PART-TIME STAFF:

Both electronic and paper timesheets for the January 6, 2017 pay must be received and/or approved by **December 19, 2016** (pay period December 11 to December 24, 2016). Payment for the Christmas Day, Boxing Day and New Year's Day statutory holidays will be deposited on January 20, 2017 (pay period December 25, 2016-January 6, 2017)

ELECTRONIC TIMESHEETS

Do **not** enter time worked on a statutory holiday unless the employee actually worked the holiday. The pay owed for statutory holidays actually worked will be calculated and paid by the time management system. If you enter time on either Dec 25, 26 or Jan 1, the person will be paid for the hours worked at time and one half as well as be paid for the statutory holiday which will essentially work out to double time and one half.

PAPER TIMESHEETS

To pay part-time support staff who qualify for statutory holiday pay and work regular hours, enter the number of hours per day for Christmas, Boxing Day or New Year's Day on a Part-time Payroll Time Sheet, (clearly identified as stat pay) and submit the Time Sheet to HR Services by **January 9, 2017**. If the employee actually worked the statutory holiday, please mark this clearly on the timesheet so Payroll will know to pay time and one half as well as stat pay.

Part-time staff paid for statutory holidays, but who fail to work on one or both qualifying days, will have their pay adjusted in the following pay cycle. The department must complete a HRIN form, stating the date and number of hours to be recovered from payroll and forward the HRIN to Valerie Bardy, Payroll/HR Services as soon as possible.

Special note for Appendix D

Appendix D employees will be automatically paid by payroll for the week the College is closed (paid as per the Support Staff Collective Agreement).

Please contact either your Human Resources Manager/Consultant or Sherry Fast at extension 5089 for assistance with any situation which does not appear to be covered by these procedures.