

POLICY NO:	PE 009
POLICY TITLE:	STATUTORY AND CIVIC HOLIDAYS
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	42-11-95 (November 1995)
REVISION DATE:	27-11-97 (November 1997)
REVIEW DATE:	32-07-13 (July 23, 2013)

Policy:

County Employees shall be granted statutory and civic holidays.

The following shall be declared as a holiday and followed by all County employees. The Administration office, Public Works shop and Natural Gas Utility shop shall be closed on the following days each year:

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

If one of the above listed holidays falls on a weekend, the Monday following the weekend shall be declared a holiday in its place. If Christmas Day and Boxing Day both fall on a weekend then the Friday before the weekend and the Monday following the weekend shall be declared a holiday in their place.

When one of the above listed holidays falls on a weekday, the actual day of the holiday will be taken.