

THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM – 2.1.3
Section Hours of Work and Leave	Subject Statutory Holidays & Paid Holidays	

1. APPLICATION

This policy applies to all direct employees of the Municipality of the County of Annapolis.

2. AUTHORITY FOR POLICY

Section 65 *Municipal Government Act*, as amended.
 Sections 37 - 42 *Labour Standards Code*, as amended.

3. STATUTORY HOLIDAYS

3.1 The following holidays are defined in the *Labour Standards Code*:

- New Year’s Day
- Nova Scotia Heritage Day
- Good Friday
- Canada Day
- Labour Day
- Christmas Day

3.2 Except as otherwise provided in this policy or any Act of the Legislature, the Municipality shall grant each employee a holiday with pay on each statutory holiday falling within any period of employment.

3.3 Except as otherwise provided in this policy or any Act of the Legislature, when a statutory holiday falls on a day that is a non-working day for an employee, the Municipality shall grant the employee a holiday with pay on the working day immediately following the statutory holiday.

3.4 When the CAO, director, manager or coordinator requires an employee to work on a statutory holiday, the Municipality shall pay that employee an amount equal to the amount that would have otherwise been paid for that work day. In addition, the employee shall be paid one and one-half times the regular rate of wages for the actual time worked on that day.

3.5 An employee shall be paid for a statutory holiday in accordance with the *Labour Standards Code*.

4. PAID HOLIDAYS

4.1 In this section, “paid holidays” means:

- Easter Monday
- Victoria Day
- Natal Day
- Thanksgiving
- Remembrance Day

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November 21, 2017:

- In Section 3 replaced “*General*” with “*Statutory*” in all places that it appeared;
- In Sub-section 3.5 deleted “*if the employee has received or is entitled to receive pay for at least 15 days during the 30 calendar days immediately preceding the general holiday and the employee has worked on the employees scheduled day immediately preceding and immediately following the holiday*” and replaced with “*in accordance with the Labour Standards Code.*”
- In Sub-section 4.3 deleted “*The Municipality shall grant each employee a holiday with pay only when Remembrance Day falls on a day that is a working day for employees.*” and replaced with “*When Remembrance Day falls on a day that is a non-working day for an employee, the Municipality shall grant the employee a day off from work with pay on the next working day immediately following Remembrance Day.*”