

# Public and Paid Holidays Policy

POLICY #PC-02-08

FINAL

## PURPOSE

The purpose of this policy is to identify the Public and Paid Holidays that OLG recognizes, and the payment eligibility requirements for employees required to work on these holidays.

## APPLICATION AND SCOPE

This policy applies to all full-time, part-time and contract OLG employees.

*Bargaining unit employees should refer to their specific collective agreement to determine their eligibility for Public/Paid Holiday Pay.*

## POLICY STATEMENT (& GUIDING PRINCIPLES)

OLG may occasionally require employees to work on a Public or Paid Holiday to meet business demands. OLG is committed to providing employees with appropriate compensation for working on these identified holidays.

## DEFINITIONS

**Regular Rate of Pay:** The base hourly rate paid to an employee. Regular Rate of Pay does not include overtime or any other amounts.

**Regular Work Hours:** OLG's regular work hours are 7.25 hours daily. Individual work schedules may vary and are based on specific work days and shifts established by each department. This may include 10-hour or 12-hour rotational shifts.

**Public Holiday:** OLG recognizes the following nine (9) holidays (referred to as "Public Holiday" for this policy):

1. New Year's Day
2. Family Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. Labour Day
7. Thanksgiving Day
8. Christmas Day
9. Boxing Day

**Paid Holiday:** In addition to the Public Holidays noted above, OLG also recognizes the following Paid Holidays:

1. Easter Monday
2. Civic Holiday
3. Remembrance Day

**Public/Paid Holiday Pay:** Calculated by taking the total hours worked in the previous four (4) weeks before the work week with the Public or Paid Holiday, divided by the number of days worked in the same period. The calculation excludes unpaid time off and overtime hours but includes all paid leaves such as vacation.

## REQUIREMENTS

### 1. Notice of Holidays

- 1.1 A list of the days on which the Public and Paid holidays noted above will be observed will be posted on InsideOLG prior to the beginning of each calendar year.
- 1.2 In departments where the regular work schedule is Monday through Friday, and the holiday falls on a Saturday or Sunday, the holiday will normally be observed on the following Monday.

### 2. Pre-Authorization

All time worked on a Public or Paid holiday must be pre-approved by the employee's manager in advance of working the time.

### 3. Payment Eligibility Criteria

- 3.1 Employees in Grade 20 and 21 who work on a Public or Paid holiday will be paid at two (2) times their regular rate of pay for all hours worked in addition to receiving Public/Paid Holiday Pay.
- 3.2 Employees in Grade 22 and above who work on a Public or Paid holiday will receive their regular rate of pay for hours worked and will be granted a substitute day off. (Whenever possible, the substitute date off should be scheduled within the same pay period, or no later than 3 months after the holiday).
- 3.3 Employees in Grade 22, 23 and 24 **only** who are on the overtime exception list or on-call and called-in, will be eligible to receive payment for time worked on a Public or Paid holiday at two (2) times their regular rate of pay for all hours worked, in addition to receiving Public/Paid Holiday Pay.
- 3.4 Scheduled shifts that begin prior to but carry over into a Public or Paid holiday will be paid at the employee's regular rate of pay for all hours worked prior to midnight and at two (2) times their Regular Rate of Pay for all hours worked after midnight.
- 3.5 If the Public or Paid holiday occurs during an employee's unpaid leave of absence, an employee is not eligible to receive Public/Paid holiday pay.

## ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
<b>Employees</b>	<ul style="list-style-type: none"><li>▪ Ensure pre-approval is received prior to working the Public or Paid Holiday</li></ul>
<b>Managers</b>	<ul style="list-style-type: none"><li>▪ Ensure employees get pre-approval for working on a Public or Paid Holiday prior to working the time</li><li>▪ Maintain records of any pre-approvals for audit purposes</li><li>▪ Ensure employees in Grade 22 and above who work a Public or Paid Holiday receive a substitute day off, scheduled no later than 3 months after the Public/Paid holiday</li></ul>

<b>People and Culture</b>	<ul style="list-style-type: none"> <li>▪ Ensure adherence to policy criteria noted above</li> <li>▪ Provide an annual list of the days on which the Public and Paid Holidays will be observed at the beginning of the calendar year</li> </ul>
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## RELATED POLICY INSTRUMENTS

- Overtime Policy
- On-Call/Call-In Policy

## POLICY OWNER

Sr Director Rewards, Wellness, HR Systems & Reporting

## POLICY APPROVAL

Approver	Date
Senior Vice President, People and Culture	November 2022

## REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
November 2022	People and Culture	<ul style="list-style-type: none"> <li>▪ Updated format</li> <li>▪ Updated Grade levels</li> <li>▪ Removed banking provision</li> <li>▪ Supersedes Public &amp; Paid Holidays Policy #L-HRPP04-15</li> </ul>