



Policy #: 0001
Developed: November 2018
Revised: December 10, 2020
Effective Date: January 18, 2021

HOLIDAY POLICY – STATUTORY HOLIDAYS

Purpose:

To clarify the paid holidays provided to staff of Laubach Literacy of New Brunswick, and to confirm that we provide for the same statutory holidays as provided to staff of the Government of New Brunswick.

Scope:

Regular, full-time employees of Laubach Literacy New Brunswick, and part-time employees as per provisions stated in Section 18 of the NB Employment Standards Act.

Responsible Party:

Executive Director Laubach Literacy New Brunswick

POLICY

I. **Policy Statement**

It is the intention of Laubach Literacy New Brunswick to provide our regular, paid employees with the same paid, statutory holidays as provided to employees of the Government of New Brunswick.

II. **Procedure**

Laubach Literacy will provide annually the following paid, statutory holidays:

- New Year's Day (January 1)
- Family Day (third Monday in February)
- Good Friday
- Easter Monday
- Victoria Day (the day fixed by proclamation of the Governor in Council for the celebration of the birthday of the sovereign)
- Canada Day (see exceptions and clarifications)
- New Brunswick Day
- Labour Day
- Thanksgiving (the day fixed by proclamation of the Governor in Council as a general day of Thanksgiving)
- Remembrance Day (see exceptions and clarifications)

- Christmas Day (see exceptions and clarifications)
- Boxing Day (see exceptions and clarifications)
- Any other day duly proclaimed as a provincial or national holiday

III. **Exceptions & Clarifications**

Christmas Day/Boxing Day

Employees shall receive the following days off surrounding Christmas/Boxing Day without loss of pay:

- when Christmas Day is a Monday, the 25th and 26th days of December, or
- when Christmas Day is a Tuesday, the 24th, 25th and 26th days of December, or
- when Christmas Day is a Wednesday or Thursday, the afternoon of the 24th as well as the 25th and 26th Days of December, or
- when Christmas Day is a Friday, a Saturday or a Sunday, the 24th to 27th days of December inclusive.

Remembrance Day

When Remembrance Day falls on a non-working day (Saturday or Sunday), the employee will receive the first working day – Monday – immediately following the holiday observance, off in lieu.

Canada Day

When Canada Day falls on a non-working day (Saturday or Sunday), the employee will receive the first working day – Monday – immediately following the holiday observance, off in lieu.