

Holiday Pay



Hourly Excluded Students

Operating and Trust Funded

Note: Does not include Casual Level 1 – Full Time U of A Students

Qualifying for Holiday Pay:

- Employee must have worked for the employer for 30 working days during the year prior to the holiday.
- The Employee must have worked the last scheduled working day preceding **and** the first scheduled working day following the holiday.
- The Employee must not have refused to work on the holiday if requested to do so.

Regular Day of Work

If the employee has an irregular schedule you will need to determine if the holiday is to be considered a day that would normally have been a work day for the employee.

- Review the previous 9 work weeks preceding the holiday to determine whether the employee worked on the same day of the week as the day on which the holiday falls. (For example, if the holiday falls on a Monday then review the previous 9 Mondays).
- If the employee has worked at least 5 of the 9 days on which the holiday falls then the employee would qualify for the regular day's pay for the holiday.

Regular Day's Pay

- If the hours worked vary from week to week – review the previous 9 work weeks and add the number of hours worked on the same day as the holiday falls. (For example, if the holiday falls on a Monday then review the previous 9 Mondays and total the hours worked).

Determining a Regular Day's Pay (average) - Divide the total hours worked by the number of days worked. The employee may have worked 5 out of the 9 weeks, or 6 out of 9, 7 out of 9...etc.

Example: Labour Day – Monday

Add the number of hours worked over the previous 9 Mondays: 30 hours

Divided by Number of Days worked on the previous 9 Mondays (has to be at least 5): 30 divided by 6

Average Hours = 5

Stat Holiday Pay = 5 hours x Employee Hourly Wage

[code 070] - Stat Holiday Pay

Vacation Pay: vacation pay is not paid on Code 070 – Stat Holiday Pay/Pay in Lieu

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Works on a Holiday

1. Holiday falls on the employee's regular day of work and the employee qualifies for holiday pay.	Receive a ' <u>regular day's pay</u> ' – Code 070 • plus Time and a half (1.5) for all hours worked on that day – Code 615 If the employee works more than 8 hrs those hours over 8 will be considered overtime and will be paid at time and a half (1.5) – Code 615
2. The holiday is on the employee's regular day off.	Time and a half (1.5) for all hours worked on the holiday – Code 615
3. The employee does not qualify for holiday pay but works on the holiday.	Receive the normal rate of pay - Code 024 If the employee works more than 8 hrs those hours over 8 will be considered overtime and will be paid at time and a half (1.5) – Code 615

Does Not Work on a Holiday

1. Holiday falls on the employee's regular day of work and qualifies for holiday pay.	Receive a ' <u>regular day's pay</u> ' – Code 070
2. The holiday is on the employee's regular day off.	No entitlement
3. The employee does not qualify for holiday pay and does not work on the holiday.	No entitlement