

---

**Procedure Title:** General Holidays & Office Hours  
**Policy:** 1900-08  
**Adopted:** October 13, 2010  
**Amended:** October 18, 2016

---



## **POLICY STATEMENT:**

The Village of Mannville recognizes statutory holidays, and deems it necessary to establish guidelines as to the rates of pay for Employees who are required to work on a holiday.

## **GUIDELINES AND PROCEDURES:**

For the purpose of this policy pertaining to Employees of the Village of Mannville, the designated holidays with pay shall include the following:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- Floating Holiday – One day during the Christmas/New Year's Season, at the determination of the Chief Administrative Officer

Regular Village Office Hours: 8:30AM – 4:30pm (open during lunch hour) Monday to Friday

If one of the statutory holidays falls on a non-working day, Employees shall be given the following work day off in-lieu or other day if mutually agreeable.

An Employee who is on an approved leave of absence without pay shall not be paid for a holiday that falls within this period of leave.