



Paid Holidays, Full Time Employees Unless Otherwise Excluded Via Collective Agreement

Category: Human Resources;

Jurisdiction: Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: November 1978;

Amendments: November 2003; February 2008.

The University recognizes the following as paid holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

And three (3) days in conjunction with the Christmas Holiday period as designated by the University. These latter three (3) days shall be considered as days off with pay but not as paid holidays for premium pay purposes. An employee required to work on any of these latter three (3) days shall be paid at straight time for all hours worked, or shall be given alternate time off

with pay, equivalent to the hours worked, as mutually agreeable to the employee and the employee's supervisor.

Review Period: 7 years;

Date for Next Review: 2021-2022;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.