**POLICY 8.15 – Paid Holidays**

**Policy Category:** Personnel – Select Administrative Group Employees (SAGE)

**Effective Date:** June 26, 2002

**Revised:** September 10, 1999

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**POLICY**

1.00 Employees will be granted the following holidays on the day on which the holiday occurs or is celebrated by the University:

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

In addition to the foregoing holidays, each employee will be entitled to one (1) floating holiday per calendar year to be taken, subject to the work requirements of the unit, at the employee’s request. Such request shall not be unreasonably denied.

Where Christmas Day, Boxing Day and/or New Year's Day fall on Saturday or Sunday, UWO shall designate alternate day(s) as the holiday(s), in accordance with the Human Resources notification memorandum. President's Day shall also be fixed in accordance with the Human Resources notification memorandum. If Canada Day (July 1) falls on a Saturday or Sunday, UWO shall designate an alternate day as the holiday.

2.00 Subject to Clause 3.00, employees shall receive their regular daily pay as holiday pay, whether they are required to work or not.

3.00 In order to qualify for payment for the holiday or days designated in Clauses 1.00 and 5.00, the employee must work his/her full scheduled hours of work on his/her work day immediately before the holiday or holiday period and his/her full scheduled hours of work on his/her work day immediately following the holiday or holiday period, unless he/she is on an approved paid leave of absence, such as vacation, on one or both of these qualifying days.

4.00 In addition to the holiday pay provided for in Clause 2.00 and subject to Clauses 3.00, and 6.00, employees who are required to work on any of the holidays or days designated as such under Clause 1.00, excluding the one floating holiday, shall be paid at the rate of time-and-one-half (1.5x) their regular hourly rate for each hour worked or provided equivalent time-and-one-half (1.5x) off.

5.00 In accordance with the End of Year holiday period, as defined by Human Resources, UWO will designate additional days off with regular pay.
6.00 In addition to the holiday pay provided for in Clause 2.00 and subject to 3.00, and notwithstanding any other provision, employees required to work on Christmas Day (December 25) or New Year's Day (January 1) shall be paid at the rate of double (2x) their regular hourly rate for each hour worked on said days or provided equivalent double time off. Where under Clause 1.00, UWO designates Christmas Day or New Year's Day to be on days other than December 25 or January 1 respectively, the days designated under Clause 1.00 shall not be considered holidays for any employee who works on December 25 and/or January 1.

7.00 After consultation with the employee, the UWO will schedule time off for employees who work on a holiday within twenty (20) days prior to or following such paid holiday or at a time mutually agreed upon. If by the end of the calendar month the time off has not been scheduled, then UWO shall pay premium payment for the work.