

County of Elgin

Section: **6**

Human Resources Policy Manual

Subject: **Part-time and
Contract Staff**

Code - **NU/PT**

Policy Number: **6.20**

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- (a) Part-time staff will receive the following holidays with pay at their calculated rate as outlined in (c) Method of Payment:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day (July 1)	Boxing Day

One-half day before Christmas, if regularly scheduled on that day, plus the regularly scheduled days between Christmas and New Year's. If such cannot be taken because of workload considerations, such time will be given in lieu as agreed upon by the immediate Supervisor and the employee.

- (b) To qualify and be paid for the above, the ESA will be followed.
- (c) Method of Payment

The holiday pay for an employee whose hours of work differ from day to day, or who is paid on a basis other than time, shall be the total amount of regular wages and vacation pay payable to the employee in the four weeks before the work week in which the public holiday occurred, divided by 20.