

## STATUTORY (PUBLIC) HOLIDAYS

[Organization Name] is committed to upholding the Saskatchewan Employment Act (the Act) in Saskatchewan and adhering to its guidelines, specifically those concerning statutory (public) holidays.

### Public Holidays

1. New Year's Day
2. Family Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. Saskatchewan Day
7. Labour Day
8. Thanksgiving Day
9. Remembrance Day
10. Christmas Day

## POLICY

[Organization Name] will ensure that qualified employees are compensated with the appropriate public holiday pay as per the Act guidelines.

### Premium Pay for Working in a Public Holiday

- Employees who work on a holiday are paid 1.5 times their regular hourly rate for all hours worked.
- The premium pay rate of 1.5 is in addition to a regular day's pay calculated for public holiday pay.

### Public Holiday Pay

- Most employees, regardless of their days of work, receive 5% of their wages in the 28 days (four weeks) preceding a public holiday as public holiday pay.
  - The calculation takes into account all wages earned in the previous 28 days (four weeks) as well as vacation pay paid in the four weeks preceding the public holiday for holidays taken.
  - Overtime is not factored into the calculation.
- Salaried Employees Who Receive a Day off With Pay
  - Employees on a fixed salary who have the day off with pay will, in some cases, have received proper payment for the public holiday. When a public holiday falls on an employee's day off, [Organization Name] may give the employee the option of receiving 5% of their pay or taking an additional day off with pay.
- New Hires
  - A new employee is entitled to public holiday pay even if they have been with [Organization Name] for less than 28 days prior to the holiday. In this case, public



holiday pay would be 5% of the new employee's regular wages earned prior to the holiday.

- Terminated Employees
  - To receive public holiday pay, an individual must be employed by [Organization Name] on the day of the holiday.
  - An employee who was laid off or quit before a holiday would not receive public holiday pay for that holiday.

#### Overtime for the Week of a Public Holiday

- Employees receive overtime after working 32 hours during a week with a public holiday.
  - The 32-hour workweek does not include any hours worked on a public holiday.
- If an employee has a Modified Work Arrangement (MWA) or an Averaging of Hours Permit with [Organization Name], each public holiday during the averaging period reduces the number of hours before overtime is required by eight hours.
  - Overtime is also paid when employees work more than the daily limit specified in the MWA or averaging permit.