



## BOARD REPORT

REPORT No.: 2022-25

MEETING DATE: APRIL 21, 2022

SUBJECT: STATUTORY AND PAID HOLIDAYS POLICY

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### RECOMMENDATION

THAT with respect to Report No. 2022-25 (CAO Division), we The District of Thunder Bay Social Services Administration Board, approve the revisions to the Statutory and Paid Holidays Policy as presented.

AND THAT the Chief Administrative Officer be authorized to amend the Statutory and Paid Holidays Policy with respect to housekeeping items, as may be required from time to time.

### REPORT SUMMARY

To present The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with a revised Statutory and Paid Holidays Policy for approval.

### BACKGROUND

At the February 17, 2022 Board meeting, the Board ratified the Collective Agreement (January 1, 2022 to December 31, 2024) between TBDSSAB and CUPE Local 87 which included amendments to the Paid Holidays Article. The changes included removing Remembrance Day and National Day for Truth and Reconciliation from the list of paid holidays and adding two float days in lieu of Remembrance Day and National Day for Truth and Reconciliation for permanent employees. The float days are pro-rated to the employee's full-time equivalent.

The Statutory and Paid Holidays Policy was developed in 2014. The Policy states that statutory and other paid holidays will be administered in accordance with the collective agreement for union employees. The Policy specifies how statutory and other paid holidays are administered for non-union and managerial employees.

There is a history of mirroring the administration of statutory and paid holidays for unionized staff and non-union and managerial employees to support internal equity and operational demands

## COMMENTS

District Social Services Administration Board's generally administer statutory and paid holidays the same way for their non-union and managerial groups and union groups. This holds true in most small to mid-size organizations and municipalities.

The proposed revisions to the Statutory and Paid Holidays Policy are intended to mirror the administration of statutory and paid holidays for the union group and non-union and managerial group to support internal equity and operational demands. The proposed changes include removing Remembrance Day and National Day for Truth and Reconciliation from the list of statutory and paid holidays and adding two (2) float days in lieu of Remembrance Day and National Day for Truth and Reconciliation for permanent employees. The float days will be pro-rated to the employee's full-time equivalent. In addition, Administration is proposing to remove the reference to Federal holidays.

Administration will honour and recognize Remembrance Day and National Day for Truth and Reconciliation during regular business hours with appropriate commemorations.

## STRATEGIC PLAN IMPACT

There are no direct correlations with the current strategic plan.

## FINANCIAL IMPLICATIONS



There are no financial implications resulting from this report.

## CONCLUSION

It is concluded that the revisions to the existing Statutory and Paid Holidays Policy should be adopted by the Board.

## REFERENCE MATERIALS

Attachment #1 [Statutory and Paid Holidays Policy](#)

PREPARED BY:	Roxanne Brunelle Crupi, Manager, Human Ressources
SIGNATURE	
APPROVED BY	William Bradica, Chief Administrative Officer
SIGNATURE	
SUBMITTED BY:	William Bradica, Chief Administrative Officer

The District of Thunder Bay Social Services Administration Board

**TBDSSAB # HR 03-42**

**POLICY**

CATEGORY/SECTION

**HUMAN RESOURCES - BENEFITS**

SUBJECT

**STATUTORY AND PAID HOLIDAYS**

**Scope**

This policy applies to all TBDSSAB employees and will be applied in a manner that is consistent with any applicable collective agreement and all applicable legislation.

**Policy Statement**

The policy of the TBDSSAB is to ensure that all eligible employees receive a day off with pay on an approved statutory or paid holiday.

**Unionized Employees**

Statutory and other paid holidays will be recognized and administered in accordance with the collective agreement and applicable legislation.

**Managerial and Non-Union Employees**

The TBDSSAB recognizes the following statutory\* and paid holidays for [full-time](#) permanent [full-time and part-time](#) employees:

New Year's Day*	Family Day*	Good Friday*
Easter Monday	Victoria Day*	Canada Day*
Civic Holiday	Labour Day*	Thanksgiving Day*
Christmas Day*	Boxing Day*	½ Day before Christmas
½ Day before New Year's Day	<del>Remembrance Day</del>	

and any other day proclaimed a statutory holiday by ~~either the Federal or~~ Provincial governments. Should any of the above holidays fall on a non-working day, they shall be rescheduled at the convenience of the TBDSSAB.

[Permanent employees shall be granted two \(2\) float days with pay in lieu of Remembrance Day and National Day for Truth and Reconciliation. The two \(2\) days of time off will be pro-rated based on their full-time equivalent.](#)

Temporary ~~and part-time~~ employees will receive payment in lieu of statutory\* and paid holidays.

✗Committee Review Date: 2014Jul14  
IMPLEMENTATION / BOARD APPROVAL DATE:

**July 24, 2014**

REVISION DATE(S): April 27, 2015 Housekeeping (Numbering):

[March 24, 2022](#)

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CATEGORY/SECTION	SUBJECT
<b>Benefits</b>	<b>Paid Holidays</b>

Exceptions to this policy may be made only with the approval of the Chief Administrative Officer.

**References, Related Policies and/or Procedures**

- All related/applicable Policies, Procedures and legislation.