

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
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Subject:	Statutory and General Holidays	Revised Date:	Sept 8, 2018
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		Reviewed:	July 23, 2018

STATUTORY AND GENERAL HOLIDAYS

The following will be recognized as holidays for all employees:

New Year's Day	Heritage Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

If a statutory/general holiday falls on a Saturday or Sunday, an employee may take the first working day following the holiday or another day, as approved by the Executive Director or management team.

NLLS will be closed for business during the working days between Christmas and New Year's. Permanent employees with one (1) full year of employment will be entitled to these days off with pay without using their own vacation or lieu time.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval