

## **COMPENSATION GUIDELINES DECEMBER/JANUARY HOLIDAY BREAK**

Meeting the payroll deadlines for the upcoming holiday season is critical in ensuring employees get paid accurately and on time.

As overriding criteria, employees paid for the holiday break and/or public holidays must have an employment contract that begins prior to the public holiday and extends into January.

The following is to assist you in preparing payroll documentation and in responding to employee inquiries:

**Part-time/Sessional/Partial Load Faculty:** not paid; contracts end prior to commencement of the holiday season. Those faculty members who have contracts that extend beyond December 31st will be paid for the break period. No further paperwork required.

**Regular Part-time Support Staff:** for those whose employment relationship with the college extends into January, for the week of December 23rd, 2018 to December 29th, 2018 will be paid your regular weekly pay inclusive of the two public holidays, (Christmas day and Boxing day), and the days that the college is closed.

For the week of December 30th, 2018 to January 5th, 2019, you will be paid for your regular weekly pay inclusive of the public holiday. You are only expected to work your regular schedule for Wednesday Jan 2, Thursday Jan 3, and Friday Jan 4. If there is a requirement to work hours in addition to your regular hours from Wednesday January 2 to Saturday January 5, please submit a timesheet.

Note: employees temporarily replacing RPT Support are considered to be Casual Support Staff.

**Full Time Appendix D:** (replacing Full Time support staff) whose contract end date is beyond December 31st shall be paid regular pay inclusive of public holidays. No further paperwork required.

**Less than Full Time Hours Appendix D:** those whose contract end date is beyond December 31st will get an explicit public holiday payment and must submit an exception report for the hours not worked during the holiday closure.

**Casual Support Staff and Student Workers:** who have contracts that extend past the Christmas break are entitled to an explicit Public Holiday Payment under the Employment Standards Act. Approved time worked is paid at straight time, if you work on a public holiday you are entitled to premium pay for those hours. **If you have any staff on automatic payroll contract, an exception report backing out hours for such periods must be processed.**

Casual Support Staff and Student Workers whose contracts end prior to the Christmas break are not entitled to an explicit Public Holiday Payment.

**Less Than Full Time Administrative Contract employees:** for those whose employment relationship with the college extends into January, for the week of December 23rd, 2018 to December 29th, 2018 will be paid your regular weekly pay inclusive of the two public holidays, (Christmas day and Boxing day), and the days that the college is closed.

For the week of December 30th, 2018 to January 5th, 2019, you will be paid for your regular weekly pay inclusive of the public holiday. You are only expected to work your regular schedule for Wednesday Jan 2, Thursday Jan 3, and Friday Jan 4. If there is a requirement to work hours in addition to your regular hours from Wednesday January 2 to Saturday January 5, please submit a timesheet.

The above payments either meet or exceed the prescribed statutory requirements under the Employment Standards Act s. 3(4) for Public Holiday Pay. For employees covered by a collective agreement the greater right of benefit will be applied between the appropriate collective agreement or Employment Standards Act.

If you encounter any staffing situations that are not captured above, or appear to be exceptions to the rule, please consult with your HR Consultant.

**Please feel free to share this information with staff in your areas that may play a role in relaying such information or processing payroll adjustments.**