

**COMPENSATION GUIDELINES FOR EMPLOYEES FOR  
DECEMBER/JANUARY HOLIDAY CLOSURE**

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

- If an employee's contract ends prior to the Holiday Closure, the employee is not entitled to an explicit public holiday payment.
- If the employee's contract continues past the holiday closure into January 2021, in order for the employee to qualify for public holiday payment, the employee must work all of their last regularly scheduled hours of work before the holiday and all of their first regularly scheduled hours of work following the holiday unless absent for all or part of such days for reasons satisfactory to the college.

**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.**

<b>Pay Group</b>	<b>Situation</b>	<b>Holiday Closure pay</b>	<b>Public Holiday pay per Employment Standards Act</b>	<b>*Timesheets required</b>	<b>Due Dates</b>
Part-time/Sessional/Partial Load Faculty	contracts end prior to commencement of the holiday season	N/A	N/A	N/A	
Part-time/Sessional/Partial Load Faculty	contracts that extend beyond December 31st	N/A	YES	N/A	
Regular Part-time Support Staff	employment relationship with the college extends into January 2021	N/A	YES	<b>YES</b> <b>Wk Dec 21</b> <b>Wk Jan 5</b>	Jan 6, Jan 13
AppendixD (Full Time & Less than Full time)	employment relationship with the college extends into January 2021	YES, if more than 30 days continuous service before the holiday	YES, if less than 30 days continuous service before the holiday	NO	
Temporary Part-Time, Casual Part-Time and Student Workers	employment relationship with the college extends into January 2021	N/A	YES	<b>YES</b> <b>Wk Dec 21</b> <b>Wk Jan 5</b>	Jan 6, Jan 13
Less Than Full Time Administrative Contract employees	employment relationship with the college extends into January 2021	YES	N/A	<b>YES</b> <b>Wk Dec 21</b> <b>Wk Jan 5</b>	Jan 6, Jan 13
Full time Administrative Contract Employees	employment relationship with the college extends into January 2021	YES	N/A	NO	

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.

**Note:**

Public Holiday paid dates are **Christmas Day, Boxing day and New Year's day.**

**\*Timesheets are needed: for hours worked the week of December 21<sup>st</sup>, received no later than January 6<sup>th</sup>, 2021. For hours worked the week of January 5<sup>th</sup>, 2021, received no later than January 13<sup>th</sup>, 2021.**

**Regular Part-time Support Staff / Temporary Part-Time, Casual Part-Time and Student Workers:** Employees are only expected to work their regular schedule shift for the week of December 21<sup>st</sup> until December 23<sup>rd</sup>, 2020 and returning to their regular scheduled shift on January 5<sup>th</sup>. until January 8<sup>th</sup>, 2021.

**Regular Part-time employees will be paid for the hours they would normally be scheduled to work on December 24<sup>th</sup>, 2020 and January 4<sup>th</sup>, 2021.**

*For any staffing situations that are not captured above, or appear to be exceptions to the rule, please consult your applicable HR Consultant.*