

**COMPENSATION GUIDELINES DURING
DECEMBER/JANUARY HOLIDAY CLOSURE**

The table below illustrates the entitlements for the 2024/2025 Holiday Closure Period. This year, the holiday closure is from December 23, 2024, to January 1, 2025, inclusive.

- If an employee's contract ends prior to the Holiday Closure, the employee is not entitled to public holiday payment.
- If the employee's contract continues past the holiday closure into January 2025, 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.

Pay Group	Situation	Holiday Closure pay	Public Holiday pay per Employment Standards Act
Part-time/Sessional/Partial Load Faculty	contract ends prior to commencement of the holiday closure	N/A	N/A
Part-time/Sessional/Partial Load Faculty with curriculum development	contracts that extend into January 2025	N/A	YES
Regular Part-time Support Staff	employment relationship with the college extends into January 2025	N/A	YES
Appendix D (Full Time & Less than Full time)	employment relationship with the college extends into January 2025	YES, if more than 30 days continuous service before the holiday	YES, if less than 30 days continuous service before the holiday
Temporary Part-Time, Casual Part-Time and Student Workers	employment relationship with the college extends into January 2025	N/A	YES
Less Than Full Time Administrative Contract employees	employment relationship with the college extends into January 2025	YES	N/A
Full time Administrative Contract Employees	employment relationship with the college extends into January 2025	YES	N/A

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.

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