

## 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 of the next year, 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>
Part-time/Sessional/Partial Load Faculty	contracts end prior to commencement of the holiday season	N/A	N/A
Part-time/Sessional/Partial Load Faculty	contracts that extend beyond December 31st	N/A	YES
Regular Part-time Support Staff	employment relationship with the college extends into January of the following year	N/A	YES

AppendixD (Full Time & Less than Full time)	employment relationship with the college extends into January of the following year	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 of the next year	N/A	YES
Less Than Full Time Administrative Contract employees	employment relationship with the college extends into January of the next year	YES	N/A
Full time Administrative Contract Employees	employment relationship with the college extends into January of the next year	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.

**Note:**

Public Holiday paid dates are **Christmas Day, Boxing day and New Year's day**. Timesheets are needed: for hours worked the week before the Holiday Closure. Timesheet deadlines can be found [here](#).

**Regular Part-time Support Staff / Temporary Part-Time, Casual Part-Time and Student Workers:** Employees are expected to work their regular schedule shift for the week before the Holiday Closure and returning to their regular scheduled shift when the college re-opens in the new calendar year.

For any staffing situations that are not captured above, or appear to be exceptions to the rule, please consult your [Human Resources Consultant](#).