



General Holidays

Background

These guidelines provide key information on general holidays observed by KTCEA.

Guidelines

1. School-based employees who do not work during the summer break are eligible for the below listed holidays that fall within the school year (generally September 1 to June 30), but are not eligible for holidays that fall during the summer break.

Full-time employees who work the full calendar year are entitled to the below listed general holidays, with pay.

- a. New Year's Day
- b. Family Day
- c. Good Friday
- d. Easter Monday
- e. Victoria Day
- f. National Indigenous Day
- g. Canada Day
- h. Alberta Civic Holiday
- i. Labour Day
- j. National Day for Truth and Reconciliation Day
- k. Thanksgiving Day
- l. Remembrance Day
- m. Christmas Day
- n. Boxing Day

* In addition to the above, full-time employees who are KTC Nation Members can request one (1) day off with pay in observance of the treaties between our Nations and the Federal Government and to be present to receive the annual annuity payment associated with those treaties.

2. An employee required to work on a general holiday will be given time off in lieu in accordance with employment standards, such time to be determined by the employee's supervisor.

The General Holiday guidelines apply to all eligible KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

The responsibility for ensuring compliance with these guidelines rests with individual supervisors. When a supervisor needs assistance in interpreting the guidelines, direction will be provided by their Branch Director, in consultation with other KTCEA leadership, as appropriate

#	Procedure	Roles & Responsibilities
1.	Supporting employees and supervisors in the interpretation and application of these guidelines	Human Resources

References:

Alberta Employment Standards Code
KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.