

Holiday Pay for Employees Paid via Timesheets for Administrative, Professional & Technical Staff

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

1.1 The University of New Brunswick recognizes a certain number of days as holidays during which the normal operations of the University are substantially curtailed.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy applies to all employees (with the exception of the President, the Vice-Presidents, Deans, Associate Deans, and Assistant Deans) of the University of New Brunswick who are not covered by a collective agreement who are paid by timesheet and who do not work regularly scheduled hours.
- 2.3 For this group of employees the chosen method of paying an additional amount each payday on regular wages had been adopted. Employees in this group receive an additional 5% of the employee's regular wages on each pay which amount is identified as paid public holiday pay.

3.0 Definitions

- 3.1 HOLIDAYS: The University recognizes the following as holidays:
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day
 - New Brunswick Day
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day (except if it falls on a Saturday or Sunday)
 - Christmas Eve
 - Christmas Day
 - Boxing Day
 - New Year's Eve
 - New Year's Day
 - Family Day



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• and any other day proclaimed as a New Brunswick or Canadian holiday.

3.2

3.3 OTHER DAYS: It is recognized that some employees may observe other special days in the context of individual religious celebrations. Such employees are entitled to take time off either as vacation, time off exchanged for time worked, compensation for previous overtime, or unpaid leave. Such a day is not a holiday recognized by the University.

4.0 Implementation

4.1 OVERTIME RATE: For this group of employees, any employee who is required to work on a holiday (which means the actual holiday <u>not</u> a day designated in lieu for non-timesheet APT employees) shall be paid at the rate of time and one-half for all hours worked.

5.0 Interpretation and Questions

5.1 Questions concerning the interpretation or administration of this policy should be directed to Human Resources & Organizational Development, <u>hrandod@unb.ca</u>, (506) 453-4648, Room 102, I.U.C. Complex, Fredericton or Human Resources, <u>finadmin@unb.ca</u>, (506) 648-5941, Room 122/123, Oland Hall, Saint John.