

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION EMPLOYEE BENEFITS	SUBJECT HOLIDAYS

1. APPLICATION

1.1. This policy applies to all full time, salaried, non-hourly paid, permanent employees of the Municipality.

2. POLICY STATEMENT

2.1. Holidays are defined to be as follows except when they fall on a non-working day, than the next regular working day is designated.

- a) New Year's Day
- b) Nova Scotia Heritage Day (3rd Monday in February)
- c) Good Friday
- d) Easter Monday
- e) Victoria Day
- f) Dominion Day/Canada Day
- g) Labour Day
- h) Natal Day/Civic Holiday (1st Monday in August)
- i) National Day for Truth and Reconciliation (September 30th)
- j) Thanksgiving Day
- k) Remembrance Day
- l) December 24th (½ day)
- m) Office Closure Between Christmas Day and New Year's Day*

* Days will be paid to staff without requiring the use of vacation and/or overtime. (This benefit equals a minimum of 2.5 days and a maximum of 3, when taking into account holidays noted above)

Chief Administrative Officers's Annotation for Official Policy Book

Date of Notice to Council Members
Of Intent to Consider [7 days minimum]: July 26, 2021

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

Warden

Date

Chief Administrative Officer

Date

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VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Approved Policy of Council	CAO	Council	January 1988
2.0		CAO	Council	July 1989
3.0		CAO	Council	December 10, 1991
4.0	Added the office closure between Christmas and New Year's Eve	CAO	Council	November 29, 2011
5.0	Added Nova Scotia Heritage Day	CAO	Council	December 9, 2014