



Holidays for Regular Employees for Administrative, Professional and Technical Employees

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. This group is defined as the Administrative, Professional and Technical Group for the purpose of this policy.

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
 - and any other day proclaimed as a New Brunswick or Canadian holiday.
- 3.2 **CHRISTMAS AND NEW YEAR'S:** If any of Christmas Eve, Christmas Day, Boxing Day, New Year's Eve or New Year's Day falls on a Saturday or Sunday, a week day shall be designated as the holiday. The particular day shall normally be the Friday preceding or the Monday following the holiday. Employees will be advised of the holiday schedule.
- 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

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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 HOLIDAY PAY: Those employees who do not work in continuous (i.e. twelve month) positions but were employed for more than ninety days in the previous twelve months will receive holiday pay of 5% on each pay in lieu of pay for hours not worked on each specific holiday.
- 4.2 OVERTIME RATE: Any employee who is required to work on a holiday shall be paid at the rate of time and one-half for all hours worked or be granted equivalent time off in lieu of overtime pay.
- 4.3 CALCULATION OF PAY FOR EMPLOYEES WHOSE WAGES VARY FROM DAY TO DAY: Where the wages of an employee vary from day to day, the pay for a holiday on which the employee has not worked shall be at least equivalent to the employee's average daily earnings exclusive of overtime for the days on which the employee worked during the thirty calendar days immediately preceding the public holiday, but in no instance shall the pay for the holiday serve to increase the employee's earnings for that week above the average weekly pay of the preceding four weeks.
- 4.4 SHIFT WORKERS: Rotating shift workers are entitled to the same number of holidays as all other employees. In the case of shift workers for whom the holiday does not fall on a normal work day, another day shall be substituted.

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant (Employee Relations & Salary Administration) at 453-4648.