



Holiday Pay for Employees Paid via Timesheets for Administrative, Professional and 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. This group is defined as the Administrative, Professional and Technical Group for the purpose of this policy. In particular this policy applies to all employees 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



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- and any other day proclaimed as a New Brunswick or Canadian holiday.
- 3.2 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: 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.

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.