	
<b>LEAVE</b>	<b>Human Resource Manual</b>
<b>Holidays</b>	<b>Section 1318</b>

## HOLIDAYS

### PURPOSE

1. Employees are entitled to time off with pay without having to complete an application for leave in relation to Statutory Holidays, Civic Holidays, and other special occasions as declared by the Minister responsible for the Public Service Act.

### APPLICATION

2. These guidelines and procedures apply to all public service employees.

### PROVISIONS


3. Time off is administered in accordance with the provisions set out in the specific authorities in the following situations:
  - statutory holidays;
  - civic holidays; and
  - special occasions.

### Notification

4. The Deputy Minister of the Department of Finance notifies employees of holidays and for special occasions.

### Statutory Holidays

5. The days to be observed as paid holidays for employees are:
  - New Year's Day,
  - Good Friday,
  - Easter Monday,
  - Victoria Day,
  - Canada Day,
  - Nunavut Day,
  - The first Monday in August,
  - Labour Day,
  - Thanksgiving Day,
  - Remembrance Day,

	
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- Christmas Day,
- Boxing Day, and
- Any other day fixed by order of the Minister as a holiday for all or any part of the public service is a holiday for the public service or for that part of the public service, as the case may be.

Overtime for Statutory Holidays


6. Any employee, other than a senior manager or a counsel employed by the Department of Justice, who is required to work during a statutory holiday due to operational requirements, as part of their regularly scheduled hours of duty, shall be paid in addition to the pay that would have been granted had they not worked as follows:
  - (1) One and one half (1 ½) times their hourly rate for up to a maximum of seven and one half (7 ½) hours worked or;
  - (2) An equivalent combination of cash and a day of leave at a later date convenient to both the employee and employer.
7. Staff normally scheduled to work after 5:00 p.m. will be entitled to receive regular pay at their regular hourly rate.

Application of Statutory Holidays for NTA Bargaining Unit

8. These days are not scheduled as part of the school year for employees in the NTA Bargaining Unit and the noted provisions outlined above for Statutory Holidays do not apply.

Civic Holidays

9. Municipalities in Nunavut may declare a civic holiday to celebrate various occasions, such as the return of the sun, or such as Toonik Tyme in Iqaluit. Such events are declared under the *Hamlets Act* where a council may, by by-law, declare one day a year to be a civic holiday.
10. In observance of civic holidays Government of Nunavut Employees will be granted one half (½) day per year, scheduled in the afternoon to partake in community events.

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Overtime for Civic Holidays


11. Any employee, other than a senior manager or a counsel employed by the Department of Justice, who is required to work during a civic holiday due to operational requirements, as part of their regularly scheduled hours of duty, shall be paid in addition to the pay that would have been granted had they not worked as follows:
  - (1) For Civic Holidays, one and one half (1 ½) times their hourly rate for up to a maximum of four (4) hours worked.
12. Staff normally scheduled to work after 5:00 p.m. will be entitled to receive regular pay at their regular hourly rate.
13. Employees away from their regular workplace on approved duty travel will not be eligible for overtime compensation as they will not be able to participate in the activities.
14. Employees who are on approved leave or do not attend work during the morning prior to civic leave will be required to utilize leave credits or be placed on approved unpaid leave for the afternoon hours.

**Special Occasions**

15. Time off on special occasions, such as Royal Visits, is at the discretion of the Minister responsible for the Public Service Act and the conditions under which time off is granted are specified on each occasion.

Overtime for Special Occasions

16. Any employee, other than a senior manager or a counsel employed by the Department of Justice, who is required to work during a holiday or special occasion due to operational requirements, as part of their regularly scheduled hours of duty, shall be paid in addition to the pay that would have been granted had they not worked as follows:
  - (1) For Special Occasions, one and one half (1 ½) times their hourly rate for up to a maximum of seven and one half (7 ½) hours worked.

	
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17. Staff normally scheduled to work after 5:00 p.m. will be entitled to receive regular pay at their regular hourly rate.

## **AUTHORITIES**

18. **Public Service Act**  
Section 35 (1), Holidays
19. **Hamlets Act**  
Section 129 (b) Census and civic holiday
20. **Main Collective Agreement with NEU**  
Article 15, Designated Paid Holidays
21. **Senior Managers' Handbook**  
Public Service Holidays
22. **Excluded Employees' Handbook**  
Public Service Holidays

## **CONTACTS**

23. For further information or clarification, please contact:

**Director, Employee Relations and Job Evaluation**  
Department of Finance  
Iqaluit, Nunavut  
975-6211

**or**

**Director Compensation and Benefits**  
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