



UNIVERSITY OF MANITOBA POLICY

Policy:	Holidays
Effective Date:	March 20, 2012
Revised Date:	
Review Date:	March 20, 2022
Approving Body:	Board of Governors
Authority:	<u>University of Manitoba Act</u> , Section #16(1)
Responsible Executive Officer:	President
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	Employees [see list below]

This policy applies to:

- (a) Academic and Support Staff Excluded from Bargaining Units as Member of the Board;
- (b) Executive Staff;
- (c) Senior Administrative Academic Staff;
- (d) Administrative Academic Staff;
- (e) GFT Staff;
- (f) Academic Staff in UMDCSA Bargaining Unit;
- (g) Research Academic Staff;
- (h) Other Academic Staff;
- (i) Excluded Management, Administrative and Professional Staff;
- (j) Medical Practitioners and Administrators;
- (k) Student Support Staff;
- (l) Out of Province Support Staff;
- (m) Nurses in Northern Manitoba.

Part I
Reason for Policy

To define the statutory and other holidays observed by the University, as well as other opportunities for religious holidays which may be observed by individual academic and support staff.

Part II
Policy Content

- 2.1 The University shall observe the following general holidays as provided in the Employment Standards Code:
- (a) New Year's Day (January 1st);
 - (b) Louis Riel Day (3rd Monday in February);
 - (c) Good Friday;
 - (d) Victoria Day (in the month of May);
 - (e) Canada Day (July 1st);
 - (f) Labour Day (in the month of September);
 - (g) Thanksgiving Day (in the month of October);
 - (h) Christmas Day (December 25th).
- 2.2 The University shall observe Remembrance Day (November 11th) as a general holiday in accordance with the Remembrance Day Act.
- 2.3 The University also observes the following other days as general holidays:
- (a) Civic Holiday (in the month of August);
 - (b) Boxing Day (December 26th);
 - (c) Floating Holiday (normally observed during the Christmas-New Year's Break);
and
 - (d) two (2) one-half day holidays where the day before Christmas Day and New Year's Day are working days (normally observed as one full day, when applicable, during the annual Christmas-New Year's Break)
- 2.4 The process for determination of the observance of these holidays and payment for these holidays is contained in the document entitled "Procedures: Holidays."

2.5 Religious Holidays

Religious holidays are not paid statutory holidays under provincial legislation however; an academic or support staff member wishing to take time off:

(a) to observe a religious holiday; and/or

(b) to participate in religious ceremonies recognized by his/her religion;

should be permitted to do so following consultation with his/her supervisor. The time off shall be with pay, providing satisfactory arrangements are made for use of vacation entitlement, or for making up the time. Otherwise the time off shall be without pay.

Part III Accountability

- 3.1 The University Secretary or the President is responsible for initiating a formal review of this Policy and Secondary Documents.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

Part IV Secondary Documents

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

Part V Review

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is March 20, 2022.
- 5.2 In the interim, this Policy may be revised or rescinded if:
 - (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.

- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn rescinded.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes the following:
- (a) Policy Holidays (dated March 22, 2005);
 - (b) all previous Board/Senate Policies, Procedures and resolutions on the subject matter contained herein; and
 - (c) all previous Administration Policies, Procedures and directives on the subject matter contained herein.

Part VII
Cross References

Procedures: Holiday