



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>Holidays</b>
<b>Parent Policy:</b>	Holidays
<b>Effective Date:</b>	June 1, 2009
<b>Revised Date:</b>	July 2, 2008
<b>Review Date:</b>	July 2, 2018
<b>Approving Body:</b>	Administration: President
<b>Authority:</b>	Policy: Holidays
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	Vice-President (Administration)
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees [see list below]

This Procedure applies to the following employee groups excluded from bargaining units as identified in Procedure: Employee Organizations and Employment Groups:

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

## **Part I Reason for Procedure**

To set out Procedures secondary to the Policy entitled "Holidays" in connection with providing guidance in the application of paid and unpaid holidays for academic and support staff.

## **Part II Procedural Content**

### **2.1 Days on Which the Holidays are Observed**

Annually the University shall declare the dates of the holidays listed in sections 2.1, 2.2 and 2.3 of the Holiday Policy. Where a holiday listed in these sections falls on a day on which a full-time employee is not scheduled to work, the University shall designate another working day to be observed as the holiday.

### **2.2 Christmas-New Year's Break**

Annually the University shall declare the holidays and vacation days that comprise the Christmas-New Year's Break. The University is normally closed during the Christmas-New Year's Break.

### **2.3 Eligibility for a Paid Holiday on a General Holiday**

Employees of the University are required to meet the following eligibility criteria in order to be paid for a holiday:

2.3.1 All employees are eligible for holiday pay for a general holiday if they have worked or had paid time off during the previous twenty-eight calendar days immediately prior to the holiday except as provided below:

(a) if the employee is absent from work on a general holiday that is normally a work day and the employee is expected to work;

(b) the employee is absent without permission, on the employee's last scheduled work day before the holiday or the employee's first scheduled work day after the holiday unless the employee is absent due to illness; or

(c) if the employee ends the employment relationship before a general holiday. This does not include situations in which the employer ends the employment relationship prior to the holiday.

2.3.1.1 No additional remuneration will be paid to an employee who independently chooses to work on a paid holiday.

2.3.2 Where an employee is eligible for general holiday pay for a holiday on which he/she does not work, the holiday pay shall be calculated as follows:

(a) if the employee's schedule and/or regular wages do not change from day to day or from week to week, the employee is entitled to his/her regular wages for the general holiday; or

(b) if an employee's hours of work or wage rate changes from day to day or pay period to pay period, the employee is entitled to holiday pay of five percent (5%) of the employee's regular wages in the twenty-eight calendar days immediately preceding the holiday.

2.3.3 Academic and Support Staff Excluded from Bargaining Units as Members of the Board who otherwise would be members of a bargaining unit will be treated as if they were members of the bargaining unit with respect to the matter of holidays.

## 2.4 Application of Holiday Entitlement

If a full-time employee does not work on the day the holiday falls then:

(a) If he/she would have been scheduled to work on that day, then he/she is paid his/her holiday entitlement for that day and has no further holiday entitlement.

(b) If he/she would not have been scheduled to work on that day, by virtue of the day being his/her regular day of rest, then he/she is assigned another day in lieu thereof.

## 2.5 Wages for Working the Holiday

An employee who is scheduled to work and works on the holiday is entitled to overtime for the hours worked in addition to his/her holiday pay.

### **Part III Accountability**

3.1 The University Secretary or the President is responsible for initiating a formal review of these Procedures.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of these Procedures.

### **Part IV Review**

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is June 1, 2019.

- 4.2 In the interim, these Procedures may be revised or rescinded if:
- (a) the Vice-President (Administration) or the President deems it necessary; or
  - (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

**Part V**  
**Effect on Previous Statements**

- 5.1 This Procedure supersedes:
- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein;
  - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
  - (c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein.
  - (d) Procedure: Holidays (July 8, 2008)

**Part VI**  
**Cross References**

Policy: Holidays