

**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

**ADMINISTRATIVE REGULATIONS**

**Section: Human Resources**

• **Compensation**

**Regulation Code: HR-2.1.5**

**Regulation: COMPENSATION FOR EMPLOYEES:  
RECOGNIZED HOLIDAYS**

**Policy Code Reference: HR-2.1  
Page 1**

This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-2.1, Compensation for Employees, and in accordance with the applicable federal and provincial legislation respecting statutory holidays.

Recognized holidays to be observed are established in the terms and conditions of the individual personal services contracts for senior administration as approved by the Board, in the provisions of the terms and conditions document for principals and vice-principals as approved by the Board, in the terms and conditions of employment for employees not subject to the provisions of a collective agreement as described in this administrative regulation, and in the collective agreements for employee groups subject to the terms and conditions of collective agreements.

The specific entitlement and administration of recognized holidays for positions in the Non-union Administrative and Leadership Employee Group will be as follows.

**1. Recognized Holidays**

The following days will be recognized as holidays to be paid on the basis of an employee's regularly scheduled hours at the regular straight time daily rate of pay, prorated for part-time employees:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

In addition, an employee will receive the last half of the employee's regular work day to a maximum of 4 hours on the day of Christmas Eve, December 24, as a holiday, provided that December 24 is a regular scheduled working day for the employee.

**2. Recognized Holidays – Ten-month Employees**

Employees who are employed to work on a 10 month basis will not receive holiday pay for Canada Day, Civic Holiday and Labour Day. Should an employee be required to work during the first week of July, the employee will be paid for the Canada Day

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**Regulation: COMPENSATION FOR EMPLOYEES:  
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**Page 3**

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Holiday pay for permanent part-time employees who work full time hours per day but not per week will be paid on the basis of the proportion that their scheduled weekly hours bear to normal full time weekly hours.

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Established: May 10, 2001

Revised/Reviewed:

June 7, 2011

November 23, 2017