



Continuous Operations Lodge Staff-Procedure

Employees: Ensure that they discuss and get approval from their manager or supervisor regarding days off for either the Statutory Holiday or day off in lieu, prior to taking the day off. Scheduling issues should be addressed with the employee's manager or supervisor.

Manager or Supervisor: Ensure scheduling is completed to reflect the day off in lieu within 30 calendar days of the General Holiday worked.

SEC falls under a "Continuous Operation", which means that its operation or service is normally carried out without regard to Sundays or General Holidays.

SEC will pay its full-time Lodge employees at the normal rate of pay if working a Statutory Holiday (as outlined in the General Holiday Policy) and offer a day in lieu, paid at the employee's normal rate of pay, within 30 calendar days of the Statutory Holiday. Every effort will be made to accommodate the employee's request for days off (both the Statutory Holiday and day in lieu), however, scheduling will be a priority and will be at the discretion of the Lodge Manager.

All casual employees are eligible for pay for the Statutory Holiday, and is paid out each pay at the rate of 4.62% of gross earnings on each pay. A Casual Youth Care Leader or casual kitchen staff, who works the statutory holiday will be paid at the rate of 1.5 times their normal rate of pay.

Adoption Date: August 21/12	Revision Date:
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