



## General (Statutory) and Optional General Holidays

Policy Number: 2021-001

Date Authorized: October 2021

Date to be reviewed: October 2024

### Purpose or Intent:

To provide clarity on the operation of the Trochu Municipal Library (TML) and employee entitlements for General (Statutory) Holidays and Optional General Holidays.

### Policy Statement:

1. TML adheres to Alberta's Employment Standards Rules.<sup>1</sup>
2. TML will be closed on the nine General (Statutory) holidays unless there is a Board Motion to be open.

a) The following are General (Statutory) Holidays in Alberta:

General holiday	Definition of holiday	2021	2022
<u>New Year's Day</u>	January 1	January 1	January 1
<u>Alberta Family Day</u>	Third Monday in February	February 15	February 21
<u>Good Friday</u>	Friday before Easter	April 2	April 15
<u>Victoria Day</u>	Monday before May 25	May 24	May 23
<u>Canada Day</u>	July 1, except when it falls on a Sunday, then it is July 2	July 1	July 1
<u>Labour Day</u>	First Monday in September	September 6	September 5
<u>Thanksgiving Day</u>	Second Monday in October	October 11	October 10
<u>Remembrance Day</u>	November 11	November 11	November 11

<sup>1</sup> Accessed at: <https://www.alberta.ca/alberta-employment-standards-rules>.



General holiday	Definition of holiday	2021	2022
<u>Christmas Day</u>	December 25	December 25	December 25

b) Employees will be entitled to pay on these nine General (Statutory) Holidays as outlined in Alberta's Employment Standards.

3. Optional General Holidays may be observed with a motion of the TML Board. The Board may choose to observe none, any one or all the optional holidays.

a) Optional General Holidays may be observed on the following dates:

Optional holiday	Definition of holiday	2021	2022
Easter Monday	First Monday following Easter	April 5	April 18
Heritage Day	First Monday in August	August 2	August 1
National Day for Truth and Reconciliation	Federal legislation for Federal employees	September 30	TBD
Boxing Day	December 26	December 26	December 26

b) Employees will be entitled to pay on these optional holidays as outlined in Alberta's Employment Standards.