



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

3.0 HOURS OF WORK **3.02 DESIGNATED HOLIDAYS**

Purpose

To outline the days on which employees are entitled to pay or pay in lieu.

Application

This policy applies to all employees of the IPC.

Policy

Designated holidays shall be:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Saskatchewan Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- Floating Holiday (one per year)

See the Saskatchewan Public Service Commission website at <https://taskroom.sp.saskatchewan.ca/Documents/709-Designated-Holidays.pdf#search=designated%20holidays> to view the dates for the designated holidays listed above.

Monthly paid permanent and 100% term employees

For employees whose regular weekly days off are Saturday and Sunday on a permanent basis, the following rules shall apply:

- When a designated holiday falls on Sunday, the following Monday shall be deemed to be a holiday in lieu.
- When a designated holiday falls on Saturday, the employer shall designate another working day, either the preceding Friday or the following Monday, to be observed as the holiday in lieu.
- Payment for the designated holiday is included in the employee's normal monthly salary payment.

Bi-weekly paid part-time and Term employees (working less than 100%)

Employees will be paid 5.4% of regular earnings in each pay period in lieu of paid designated holidays.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1
The Saskatchewan Employment Act

Influencing Sources

Legislative Assembly Service Policy 3.3
Public Service Human Resource Manual: Section 1201