



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 [www.cs.gov.sk.ca/Holidays](http://www.cs.gov.sk.ca/Holidays) 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