

Purpose

This policy is to promote flexibility around holidays by allowing employees to take leave on days of personal significance to them; i.e. religious observations, that are different from those marked by statutory holidays in Ontario.

Scope

All staff members that are entitled to statutory holidays in Ontario and holidays recognized by EAFWR.

Statement

This policy allows all employees to substitute a total of four days of holidays (two statutory holidays & two optional holidays) with other days of their choosing to acknowledge events and festivities which are important to the celebration of their culture, beliefs, and identity. Staff members who wish to use this policy need to complete the Holiday Substitution Form and submit for supervisor approval, as soon as reasonably possible, in the calendar year (see appendix A – Holiday Substitution Form). Substitute holidays must be scheduled in the same calendar year and may not be carried over to the next calendar year.

Statutory Holidays recognized by Ontario:

New Year's Day (January 1 st)	Family Day (3 rd Monday in February)	Good Friday (Friday before Easter Sunday)
Victoria Day (Monday before May 25 th)	Canada Day (July 1 st)	Labour Day (1 st Monday in September)
Thanksgiving (2 nd Monday in October)	Christmas Day (December 25 th)	Boxing Day (December 26 th)

Optional Holidays recognized by EAFWR:

Civic Holiday (1 st Monday in August)	National day of Truth and Reconciliation (September 30 th)
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Responsibilities

- Leadership: Review and approve updates to the policy.
- Human Resources: Communicate the policy to new employees. Ensure that all employees submit the Holiday Substitution Form at the beginning of the year. Make sure timesheets reflect substitute holidays.
- Managers/Supervisors: Approve Holiday Substitution Form. Make working arrangements for the new work schedule (i.e. coverage on substitute day, workload for holiday to be worked).
- Employees: Complete Holiday Substitution Form and submit to Human Resources at the beginning of the calendar year.

Definitions

Statutory Holidays: are public paid holidays recognized by the federal or provincial government; for the purposes of this policy statutory holidays are limited to the public holidays recognized in Ontario.

Optional Holidays: are elective holidays provided by the employer, which are not enforced as paid days off through employment legislation.

Questions

Any questions or concerns relating to this policy can be directed to the Director of Human Resources or HR Project Specialist.

References

Holiday Substitution Form
Personnel Policy
HR Policy Review Process

Effective Date

01/01/2023

Review Date

04/01/2023

Approval

Approved by: Leadership Team and Executive Director

Approved on: 12/22/2022

Last Review Date: June 2023



Extend-A-Family Waterloo Region
Appendix A: HOLIDAY SUBSTITUTION FORM

Please complete and submit this form, as soon as reasonably possible, if you wish to substitute a statutory holiday in Ontario and/or an additional holiday recognized by EAFWR with another day of personal significance to you. A substitute holiday must be scheduled within the same calendar year. Only the date, not the occasion or reason, are needed for your substitute holiday request.

Statutory/Additional Holiday	Date of Holiday MM/DD/YYYY	Substitute Date Requested MM/DD/YYYY

Employee Name:	
Supervisor Name & approval:	
Date of Request:	
For HR use – received by:	