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| LANARK COUNTY COMMUNITY JUSTICE | POLICIES AND PROCEDURES |
| **SECTION: HUMAN RESOURCES 2.13** | **DATE:** April 2018 |
| **SUBJECT:** Paid Holidays | **HISTORY**: Developed Spring 2018 |
| **PURPOSE:**To identify paid holidays that are recognized by the Organization |
| **POLICY:** LCCJ recognizes 11 statutory holidays annually for all full time employees |
| **PROCEDURE:** The paid holidays (statutory holidays) recognized by LCCJ are as follows:Christmas Victoria Day (May)Boxing Day Canada Day (July 1) New Year’s Day Civic Holiday (Aug)Family Day (February) Labour DayGood Friday ThanksgivingEaster MondayWhen a Statutory holiday falls on a weekend, the paid holiday will be taken and the office will be closed on the following MondayThe number of paid holidays to be taken by a part time employee will be prorated. If the part time employee cannot take a statutory holiday on the actual day of the holiday, another day may be substituted At the discretion of the Executive Director, LCCJ will be closed between Christmas and New Years, and the days unaccounted for by Statutory Holidays will be paid holidays  |
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