

**SECTION 17**  
**PAID HOLIDAYS**

17.01 Staff members are entitled to one (1) day's paid leave for each of the following holidays:

Civic Holiday (1 day/year)	Family Day
Good Friday	Labour Day
Victoria Day	Thanksgiving Day
Canada Day	Easter Monday

Staff members shall be relieved of institute duties, without loss of salary, on November 11th.

17.02 Staff members shall be entitled to two (2) days' paid leave as Reading Days, which shall be designated as the consecutive Tuesday and Wednesday of the week in February in which Family Day occurs.

If, due to operational requirements, a staff member is required to work on either or both of the days designated as Reading Days, alternate lieu day(s) during the academic year will be granted at a time mutually agreed between the staff member and the work unit leader.

It is expected that all salaried staff will utilize two (2) days of personal vacation on the Thursday and Friday of the week in February in which Family Day occurs, unless specific approval is received to attend work on these days.

17.03 When a day designated as a holiday under Section 17.01 falls during a staff member's work week, and the staff member is not required to work, the staff member shall be granted holiday leave on that day.

17.04 When a day designated as a holiday under Section 17.01 falls on a staff member's regularly scheduled day of rest, and the staff member is not required to work, the staff member shall be granted holiday leave on the day observed as the holiday.

17.05 Where a staff member is required to work on the day observed as the holiday, the staff member shall receive equivalent time off in lieu on a straight time basis, in addition to salary.

17.06 Time off in lieu granted under Section 17.05 shall be scheduled at a time mutually agreeable to the staff member and Institute within the next three (3) months. Once scheduled, the alternate time off shall not be rescheduled except by mutual agreement of the staff member and the Institute.

17.07 Requests for leave without pay on religious holidays will be considered, provided adequate notice of the request is given.

17.08 Authorized travel on Institute business on a paid holiday shall be considered working hours and the staff member shall be compensated in accordance with Section 17.05.

17.09 When a day designated as a holiday under Section 17.01 or 17.02 falls during a period of leave, the salary applicable to the holiday shall be the same as that for the remainder of the leave period.

17.10 Subject to operational requirements, staff members shall be granted a period of at least eleven (11) consecutive calendar days including December 24<sup>th</sup> and January 1<sup>st</sup> as Christmas Leave without loss of salary. Staff members required to work on those days shall be paid, in addition to their salary, salary at straight time rates for all hours so worked.