

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Human Resource
Policy/Procedure**

Statutory Holidays

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: February 26, 2015 (R)

DISTRIBUTION: Employees

Policy:

The following shall be considered paid holidays as long as the employee has worked his/her scheduled shifts preceding and following the holiday.

Procedure:

- New Years Day,
- Family Day (the third Monday in February),
- Good Friday,
- Easter Monday,
- Victoria Day,
- Canada Day,
- Civic Holiday,
- Labour Day,
- Thanksgiving,
- Remembrance Day, will be taken on the day of November 11
- Christmas Day,
- Boxing Day.