

# Timekeeping Guide for Statutory Holidays

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## Full-Time Staff

### Off on the holiday

Full-time staff members who would normally work on the day the statutory holiday is recognized but are off that day for the stat do not require any intervention by the timekeeper. Employees will be paid for their stat based on the default hours established for them in the payroll system.

### Working on the holiday

Full-time staff members who work on the statutory holiday are entitled to be paid at time and a half for their work. The timekeeper will key the actual hours worked using earning code OTF.

The employee will also be paid for their regular hours based on the default hours established for them in the payroll system. The timekeeper does not key these hours.

### Working their full hours during the pay period but not working the holiday

Full-time staff members who work their full schedule during the pay period but don't work the stat are entitled to 10% of their regularly scheduled hours at straight-time in recognition of the holiday. This is keyed by the timekeeper using earning code STR.

For example, an employee who normally works 80 hours biweekly, who works their full 80 hours in the pay period the stat falls and doesn't work the stat, would be entitled to 8 hours STR.

### Called in to work the holiday on their day of rest

Full-time NAPE staff members who are called in to work a holiday on their designated day of rest are entitled to double time. The timekeeper will key DBL for the number of hours worked. Other groups are entitled to time and a half, so the timekeeper will key OTF.

The employee will also be paid for their regular hours based on the default hours established for them in the payroll system. The timekeeper does not key these hours.

## Part-Time Staff

The treatment of statutory holidays for scheduled part-time staff mirrors the rules above, with the hours pro-rated based on their circumstances. The approach taken will depend on how their hours are scheduled over the pay period. Part-time staff members are entitled to 10% of their regularly scheduled hours or 10% of their hours worked in the pay period, whichever is higher.

Example 1: A part-time employee works 40 hours per pay period, scheduled as 4 hours per day, Monday to Friday.

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Example 2: A part-time employee works 40 hours per pay period, scheduled as 10 hours per day, Saturdays and Sundays only.

Example 3: A part-time employee works 40 hours per pay period, scheduled as 5 hours per day, Tuesdays to Fridays only.

### **Off on the holiday**

Example 1: The employee would normally work on the day the statutory holiday is recognized but is off that day. No intervention by the timekeeper. Employees will be paid for their stat based on the default hours established for them in the payroll system.

Example 2: The employee would normally be off on the day the holiday is recognized. The employee is entitled to 10% of their scheduled hours in recognition of the stat. The timekeeper should key STR for 4 hours (10% of 40 hours in our example).

Example 3(a): If the holiday falls on the Monday, the employee is not scheduled to work, and they will work their full hours in the pay period. In that case, the timekeeper should key STR for 4 hours in recognition of the holiday (10% of the scheduled 40 hours).

Example 3(b): If the holiday falls on Tuesday to Friday, the employee will be off for five hours for the holiday but they are only entitled to 4 hours. The timekeeper should key ANN for 1 hour for the day. The remaining 4 hours will come from the default hours set up in the payroll system. Alternatively, the manager and employee can agree that the employee will work the hour on another day.

### **Working on the holiday**

Part-time employees working on the day a statutory holiday is recognized are entitled to be paid at time and a half. The timekeeper will key OTF for the number of hours worked.

The employee will also be paid for their regular hours based on the default hours established for them in the payroll system. The timekeeper does not key these hours.

### **NAPE 7850 (MI Support Staff) part-time staff**

NAPE 7850 employees who work less than full-time hours receive 5.4% of their salary in lieu of holidays and should not be paid any extra unless they work on the stat, in which case they will be paid time and a half for their hours worked. This is keyed using OTF.

## **Contractual Hourly Staff**

### **Not working on the holiday**

A NAPE contractual call-in employee not working on the statutory holiday is not entitled to any pay for the holiday. A CUPE contractual employee is entitled to a pro-rated benefit based on hours worked in the pay period. Please see the “Part-time Employees” section of this guide.

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### **Working on the holiday**

A contractual call-in employee who works on the statutory holiday is entitled to pay at time and a half. The timekeeper will key earning code OTF for the hours worked. No regular hours are paid by the payroll system for the day.

## **Students**

### **Students in Full-Time Jobs**

Students in full-time jobs (not on time reports) should be granted the day off for a statutory holiday. The timekeeper would not need to key any earnings since the student is set up with default hours in the payroll system.

Should the student be scheduled to work on a holiday, they should be paid at time and a half for their work. The timekeeper will key OTF for the hours worked. The payroll system will also pay them for their default hours for the day.

Students in full-time jobs but on time reports and not working should be keyed for their regular hours for the stat holiday.

### **Students in Part-Time Jobs**

Students in part-time jobs should not be scheduled to work on a statutory holiday. If they are required to work, they should be paid at time and a half. The timekeeper will key OTF for the hours worked.

Students who have been employed for at least 30 calendar days prior to a public holiday and have worked their scheduled shift before and after the holiday are entitled to pay for the holiday. The hours to be paid are calculated by averaging the number of hours worked per day in the three weeks immediately preceding the holiday. The earning code is STR (or CEP for MUCEP students).

Stat holiday pay for students in part-time jobs is only for the six public holidays noted in the Labour Standards Act, which are New Year's Day, Good Friday, Memorial Day (Canada Day), Labour Day, Remembrance Day and Christmas Day.

## **Other Notes**

To be entitled to a statutory holiday, an individual must be actively employed with Memorial on the business day before and after the day the holiday is recognized. Employees' first and last day worked must not fall on a statutory holiday.

A statutory holiday is recognized as being from 12:00 midnight to 12:00 midnight. So, if an employee is scheduled to work from 10:00 p.m. on June 30<sup>th</sup> to 8:00 a.m. on July 1<sup>st</sup>, only the hours from 12:00 a.m. to 8:00 a.m. are considered worked on the stat.

Please review this guide in conjunction with the relevant collective agreement and Memorial's Leave Administration Policy. If you have any questions, please consult your HR Advisor/Manager.