

Town of Lampman  
 Policy No. 300-4 Public Holidays  
 December 12, 2018

**1. Statutory Holidays and Closures**

**1.1.** The following days shall be recognized as a public holiday:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Saskatchewan Day	

**1.2.** When a designated public holiday falls on a Saturday or Sunday, the Administrator shall advise all employees when the public holiday is to be taken. Generally, if the public holiday falls on a Saturday, the holiday will be taken on the Friday preceding that date. If the public holiday falls on a Sunday, the holiday will be taken on the Monday following that date.

**1.3.** If urgent work arises on a public holiday which forces the Town to call employees to work, those who work on that public holiday may be entitled to holiday pay for that day. This pay will be calculated per the appropriate Provincial Labour Legislation. Document Revision History:

Document Title	Revision Date	Approved By
Policy No 300-4 Public Holidays	March 5, 2012	Council
Policy No 300-4 Public Holidays	May 11, 2016	Council
Policy No 300-4 Public Holidays	December 13, 2017	Council
Policy No 300-4 Public Holidays	December 12, 2018	Council