



POLICY NAME: General Holidays and Office Hours Policy

Effective Date: September 24, 2025

Policies Rescinded: 1957-01, 1962-07

Document Owner: CAO

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References:

PURPOSE

To establish consistent rules for employee hours of work, entitlement to holidays and vacation pay, and compensation during the annual seasonal closure. Permanent and Non-permanent Employees are entitled to pay for general holidays, based on their regular hours of work, and it is necessary and advantageous to provide employees with holiday pay. This policy provides clarity for staff, ensures compliance with Alberta Employment Standards, and supports the administration of fair and transparent employment practices.

POLICY STATEMENT

Woodlands County is committed to treating employees fairly and consistently with respect to hours of work, statutory holiday observance, vacation pay entitlements, and compensation during office closures. Hours of work and entitlements may vary depending on employment type, department, or operational needs.

DEFINITIONS

Closure Period – December 25 through January 1 inclusive, during which County offices are closed to the public (Council-approved).

Essential Services – Services that must continue during holidays or closures, as determined by the CAO or Directors (e.g., emergency response, payroll, infrastructure).

Full-Time – A position requiring 30 hours per week or more on a regular basis.

General Holiday – A statutory holiday defined by Alberta Employment Standards.

Gross Regular Earnings – What an employee earns before taxes, benefits, and other payroll deductions are withheld from their wages. This does not include overtime, shift differential, standby pay, bonuses, or acting pay.

Non-permanent Employee – Any full-time or part-time position that has a predetermined end date or any casual position with irregular hours



Permanent Employee – Any full-time or part-time position that is continuous, has no predetermined end date, with regular duties/hours.

Part-Time – A position requiring less than 30 hours per week on a regular basis.

ADMINISTRATIVE RESPONSIBILITY

CAO & Director of Corporate Services – Ensure this policy is implemented, and payroll complies with Employment Standards and related County policies.

Directors & Managers – Apply this policy to their staff, approve scheduling, and ensure operational coverage.

Directors/ Managers/Supervisors – Manage work hours, breaks, and reporting of holidays, vacation, and overtime.

Employees – Follow approved hours of work, request time off per guidelines, and report worked hours accurately.

GUIDELINES

1. Hours of Work

- *Administrative Staff (Whitecourt / Fort Assiniboine Offices):*
 - Standard full-time work week = 36.25 hours (8:15 a.m. – 4:30 p.m., Mon–Fri, 1 hr meal break).
- *Area Managers and all hourly Infrastructure Services Employees:*
 - Standard full-time work week = 40 hours; start/finish times at Director’s discretion.
- *Non-Permanent Staff:*
 - Hours as determined by their Director.
- *Management Staff:*
 - Hours as determined by CAO.
- *Additional Information*
 - Time spent on authorized travel on County business shall be considered working hours.
 - Notwithstanding the above travel to and from an employee’s usual place of work and residence is not considered working hours.

Rest Periods

- Employees working more than six hours per day shall be granted two fifteen-minute paid rest periods each day, one before the meal break and one after.
- Employees working more than two hours but less than six hours per day shall be granted one fifteen-minute paid rest period.
- Rest periods shall be taken at the work site unless otherwise approved by the supervisor.
- Rest periods shall not be granted within one hour of commencement or termination of a work period.
- The timing of rest breaks shall be at the discretion of the supervisor, considering the requirements of the work being performed.

Meal Breaks

- Employees working more than 4 hours receive an unpaid meal break of 30–90 minutes near the midpoint of the work period.



2. General Holidays

- Entitled to general holiday pay for the following statutory holidays:
 - New Year's Day (January 1)
 - Family Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day (July 1)
 - Heritage Day
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day (November 11)
 - Christmas Day (December 25)
 - Boxing Day (December 26)

Contract employees are entitled to a day off without pay for general holidays subject to operational requirements.

Contract Employees

- Entitled to a day off without pay on the above dates.
- In lieu of holiday pay, contract employees shall receive 5% of gross regular earnings, included in the bi-weekly pay cycle (equivalent to 13 general holidays annually).
- If contract employees are required to work on a general holiday, they will receive overtime pay for the time worked on that date.

Additional Provisions

- When a holiday falls on an employee's scheduled day of rest, the employee shall be granted general holiday pay, and the day of rest may be rescheduled, if the employee is required to work.
- When a holiday falls on a Saturday or Sunday, the next regular workday not already a holiday will be observed.

3. Seasonal Closure (Dec 25 – Jan 1)

- Permanent full-time employees receive regular pay for all working days during the Closure Period that are not statutory holidays.
- Essential services will continue as required; scheduling is determined by the CAO or relevant Director.
- Employees required to work during the Closure Period are compensated at their regular rate of pay, or in accordance with overtime/call-in rules if applicable.
- If a statutory holiday falls within the December 25–January 1 Closure Period, that day will be treated solely as a statutory holiday in accordance with Alberta Employment Standards. Paid closure days apply only to non-statutory weekdays within the Closure Period, and no employee shall receive duplicate entitlements for the same day.



4. Vacation Pay

- **Permanent Employees** – Entitled to vacation leave with pay in accordance with Employment Standards and County Vacation Leave Policy.
- **Contract Employees** –Paid vacation in lieu of time off:
 - 4% of gross regular earnings for the first 2 years (or 12 cumulative months).
 - 6% applies after 2 continuous years or 12 cumulative months of employment.
 - Paid bi-weekly.

5. Overtime on Holidays or Closure

- Permanent employees entitled to overtime who work on a general holiday/closure receive:
 - Regular pay for scheduled hours, plus
 - 1.5x overtime for hours worked, or
 - Option to bank hours under the Overtime Policy.

6. Compliance

- All provisions shall be administered in accordance with Alberta Employment Standards and related County HR policies.

Original Signed

CAO Signature

END OF DOCUMENT

Version Control

This section tracks all revisions to the policy. Administrative changes made under CAO authority must not alter the original intent of the policy and are logged accordingly. Council-approved revisions are noted with corresponding resolution numbers.

<i>Version</i>	<i>Date</i>	<i>Approved by</i>	<i>Type of Change</i>	<i>Summary of Change</i>	<i>Reference</i>