

Statutory holiday labour process

The following process is to be used in order to establish labour for statutory (stat) holidays in your stores. It is important to note that stat holidays are not an offer of overtime but rather an offer of premium pay for those who are scheduled to work that day. Acceptance of the offer by an employee is strictly voluntary. It is still the intention of the employer to be fair and equitable with the offers of premium pay.

In order to ensure a fair and consistent practice, the following process will be applied:

- 1. Determine staffing requirements for the day.** Managers should plan for retail sales only on these days. Shifts will be 7 hours in length. (10:45-6:15 with 1/2 hour lunch OR 10:15-6:15 with 1 hour lunch).
- 2. Identify and list employees scheduled to work that day.** These employees are eligible to volunteer for the statutory holiday. Regular PT employees will be included as part of this list. Regular employees who were not scheduled for work on the statutory holiday are not eligible to volunteer to work.
- 3. Managers will offer work on a fair and equitable basis from the list of eligible employees.** Employees who have had the fewest number of offers during the calendar year should get the first offers. Not all employees may receive an offer if staffing requirements are reached prior to an offer being made to them.
- 4. Once all eligible regular employees have either declined or accepted an offer then auxiliary employees will be utilized for any remaining hours required.** Regular employees who would not have normally worked that day are not eligible. **In the event an employee is unable to attend their shift (ie. sick) the manager will offer the shift to another regular employee from the list of eligible employees for that day.** If unable to immediately contact an eligible regular employee the manager should move to utilize an auxiliary employee.
- 5. Managers must document all offers of premium pay in order to maintain the fair and equitable process.** Each stat holiday will determine the list of eligible regular employees. Managers must ensure the offer of voluntary work is presented to the person with the fewest total offers first for their consideration.