



# General Holidays Policy

**Policy Number:** HR-004

**Date in Effect:** May 27, 2025

## POLICY STATEMENT

- 1 It is the policy of the Town of Canmore ("Town") to provide its Employees with General Holidays and General Holiday pay.

176-2021

- 2 *Repealed 176-2021*

## PURPOSE

- 3 The purpose of this policy is to acknowledge the General Holidays legislated under the *Alberta Employment Standards Code and Regulation* and establish the General Holidays designated by the Town in addition to those which are legislated.

- 4 *Repealed 153-2025*

- 5 This policy applies to all Employees of the Town except those governed by a collective agreement.

176-2021

## DEFINITIONS

- 6 In this policy:

- a) "Employee" means any non-union Employee, supervisor, or manager.
- b) "General Holiday", also referred to as "Statutory Holiday", means a holiday as legislated or allowed under the *Alberta Employment Standards Code and Regulation*.
- c) "Religious or Spiritual Accommodation" means a faith-based holiday due to a religious belief, defined as a system of belief, worship, and conduct.

176-2021

153-2025

## RECOGNIZED GENERAL HOLIDAYS

- 7 The Town recognizes the following legislated and designated General Holidays:

- a) Legislated General Holidays:
  - i) New Year's Day (January 1)
  - ii) Alberta Family Day (Third Monday in February)
  - iii) Good Friday (Friday before Easter)

Policy approved by:

- iv) Victoria Day (Monday before May 25)
  - v) Canada Day (July 1, except when it falls on a Sunday, then it is July 2)
  - vi) Labour Day (First Monday in September)
  - vii) Thanksgiving Day (Second Monday in October)
  - viii) Remembrance Day (November 11)
  - ix) Christmas Day (December 25)
  - b) Designated General Holidays:
    - i) Alberta Heritage Day (First Monday in August)
    - ii) National Day for Truth and Reconciliation (September 30)
    - i) Boxing Day (December 26)
  - c) Any other day identified, by regulation, as a General Holiday under provincial legislation.
  - d) *Repealed XXX-2025*
  - e) Remembrance Day and the National Day for Truth and Reconciliation are days of commemoration and are meant to be observed on the day on which they fall.
- 153-2025
- 8 The Town of Canmore understands that our Employees may need time away from work for Religious or Spiritual Accommodation. When a religious holiday that is not an observed legislated or designated General Holiday falls on an Employee's regularly scheduled workday, the Employee, using a personal vacation day, banked time in lieu, if available, or leave without pay, will be entitled to that day off to observe the religious holiday.
- 153-2025

## RESPONSIBILITIES

- 9 It is the responsibility of the Chief Administrative Officer to determine Town business and operational closures as they relate to General Holiday recognition.
- 10 *Repealed 176-2021*
- 11 It is the responsibility of the Manager of Human Resources or designate to:
  - a) Establish the procedures for General Holiday eligibility and application.
  - b) *Repealed 176-2021*

Policy approved by:

c) Ensure General Holiday eligibility rules are compliant with the *Alberta Employment Standards Code and Regulation*.

d) *Repealed 153-2025*

12 *Repealed 176-2021*

13 It is the responsibility of the general managers, managers, and supervisors or designate to review Religious or Spiritual Accommodation requests within three business days of receiving them.

153-2025

14 It is the responsibility of the Employees to submit Religious or Spiritual Accommodation time off requests with their supervisor at least two weeks in advance to allow for workload management.

153-2025

#### **POLICY REVIEW**

15 This policy will be reviewed at least once in every term of Council.

#### **RELATED DOCUMENTS**

Alberta Employment Standards Code and Regulation

#### **ATTACHMENTS**


None.

**REPEALS POLICY:** Statutory Holidays Policy 207-90

#### **AUTHORIZATION:**



Sean Krausert  
Mayor



Cheryl Hyde  
Manager, Municipal Clerk's Office

Policy approved by:



**REVISION HISTORY**

<b>Action</b>	<b>Date</b>	<b>Council Motion</b>	<b>Notes</b>
Approved	1990-04-03	207-90	Statutory Holidays
Repealed	2017-06-27	208-2017	
Approved	2017-06-27	209-2017	General Holidays HR-004
Amended	2021-07-21	176-2021	Removed procedural language, references to Alberta Standards and Eligibility Grid, replace Easter Monday with Truth and Reconciliation Day, clarify observance of Remembrance Day and Truth and Reconciliation Day.
Amended	2025-05-27	153-2025	Adding Religious or Spiritual Accommodation alongside formatting and housekeeping revisions.

Policy approved by:

