

TOPIC: Human Resources	SUBJECT: Process for Holiday coverage under article 28.01 and Holiday day off in Lieu	Code: HR010
		Date of Issue: January, 2018
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PURPOSE: To clarify and set out a process to fill and/or assign shifts under Article 28 of the Collective Agreement:

1. Full or Part Time wishing to work their normal shift on a holiday shall notify the manager in writing of this request prior to casual sign up for the corresponding month.
2. Staff wishing to work their day off in lieu of a holiday and defer under 28.04 shall notify their employer prior to the shift going out to casual sign up for the corresponding month.
3. All 28.01 holiday shifts that require staffing will be opened for casual sign up in accordance with the dates of casual sign up.
4. Full and Part time staff who have notified their manager of wishing to work their normal shift will be given priority on working the shift prior to it being posted on Staff Stat.
5. Any unfilled shifts after sign-up will be posted on Staff Stat once. These Staff Stat posts will be sent to team casuals only. They will have one week to respond.
6. Prior to schedules going to staff, if the holiday is still blank, all team members will receive one more communication by Staff Stat.
7. Any holiday shifts not filled through the above steps will be assigned to the Full or Part Time worker who regularly works the shift. If the scheduled worker still wishes the statutory holiday off it will be the responsibility of the scheduled staff to either work or find their own coverage. A request for leave for such coverage must be submitted to their manager for approval.
8. The employer maintains the right to schedule Full and Part Time employees to work a holiday and be compensated as per the collective agreement.

**Clarity note - Staff from other teams will not be trained to work with an unfamiliar clients for the sole purpose of a statutory holiday coverage