

# **2018 HOLIDAY CLOSURE GUIDELINES PEA**

## 11.05 Working on a Designated Holiday

- a) The parties acknowledge that the University provides two general holidays each year in addition to those provided for under the laws of British Columbia. In recognition of this fact, the parties agree that when a staff member is required by her/his supervisor and has the approval of the relevant dean, director, or equivalent to work on a holiday recognized under either the laws of British Columbia or the terms of this agreement, the staff member will, in addition to being paid for the day, be provided with CTO equal to the hours worked to be taken off at a time mutually agreed between the staff member and the supervisor, and in any event within six (6) months after the date of the holiday.

### **Letter of Understanding #1 Re: Clarification of Days of Holiday Closure**

The Holiday Closure period (following December 25 and 26 each year) has three days that are not compensated days off. It is understood that PEA staff members will offset these days off by incorporating the time into their work schedule.

In cases where departments record hours worked (e.g. for billing or charge back purposes), the time to offset the unpaid Holiday Closure days should not be recorded as a debit to CTO or vacation, or as hours worked. The governing principle is that professional staff will employ the honour system to ensure that this time is made up within their average work week schedule (see Article 10.02) as close as possible either before or after the holiday period.