



Directive on Paid Legal Holidays

Department responsible: Human Resources	Approved by: _____ Director-General
Effective date: January 1 st 2003	Amended: October 1, 2006
Reference: National Holiday Act (chap. F-1.1) Collective agreements: Support Staff: section 5-2.00 Professionals: section 7-5.00 Regulation Management Personnel: Schedule 8	

1. Premises

- 1.1 [purpose](#) This directive sets the rules pertaining to nonworking days with pay for employees who are entitled to such benefits as per a collective agreement or the regulation governing the employment conditions of the employees.

2. General principles

- 2.1 [application](#) The employees who are entitled to nonworking days with pay shall be entitled, during each fiscal year, to fourteen (14) legal holidays without loss of salary including premiums, where applicable.
- 2.2 [part-time employee](#) The employee holding a part-time position shall be entitled to these nonworking days with pay proportionate to his regular workweek in relation to the duration of the regular workweek.
- 2.3 [temporary or substitute support staff](#) The temporary or substitute support staff employee is entitled to paid legal holidays, provided he has worked ten (10) days since his hiring prior to the paid legal holiday.
- 2.4 [temporary or substitute professional and management](#) The professional or management staff member engaged for less than six (6) months as a substitute or supernumerary is not entitled to any legal paid holidays.

- 2.5 [holidays](#) The following days are paid legal holidays:
- a) New Year's Day;
 - b) Day after New Year;
 - c) Good Friday;
 - d) Easter Monday;
 - e) Victoria Day or Dollard Day;
 - f) National holiday of Québec;
 - g) Canada Day;
 - h) Labour Day;
 - i) Thanksgiving Day;
 - j) November 11;
 - k) Christmas Eve;
 - l) Christmas Day;
 - m) Boxing Day;
 - n) New Year's Eve.
- 2.6 [saturday and sunday](#) If a statutory holiday falls on a Saturday, it is taken on the preceding Friday and if it falls on a Sunday, it is scheduled for the following Monday.
- 2.7 [modification to distribution of holidays](#) Before July 1 of each year, upon agreement with the unions and the group of management personnel, the Board may modify the distribution of these holidays.
- 2.8 [canada day/july 1st](#) When Canada Day falls on a day other than a Friday or Monday, it may be moved in the following manner:
- a) the Monday preceding July 1st, if it falls on a Tuesday;
 - b) the Friday following July 1st, if this date falls a Wednesday or Thursday;
 - c) the Monday following July 1st, if it falls on a Saturday or Sunday.
- 2.9 [national holiday / June 24](#) The 24th of June is the National Holiday and cannot be moved to another day except when it falls during the week-end. When June 24th falls on a Sunday, the 25th becomes the nonworking paid day.
- 2.10 [November 11](#) November 11 or the anniversary of the signing of the James Bay and Northern Québec Agreement, may be deferred by the Board to another date.
- 2.11 [board holiday](#) A day chosen by the Board between Christmas and New Year is a Board holiday.

3. Application of this directive

- 3.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are

adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.

- 3.2 [responsibility](#) The Director of Human Resources is the person responsible for the application of this directive.