

Memorandum

Subject: PAID HOLIDAYS 2018 - PLEASE POST FOR ALL STAFF

TO: All Employees

FROM: People Services

Date: 2017 December 01

The following paid holidays will be observed by Kingston Health Sciences Centre at both the Hotel Dieu and Kingston General sites.

Employees who are regularly scheduled to work Monday through Friday are entitled to a lieu day when the paid holiday falls on a weekend. When applicable, a suggested lieu day will be indicated. The subject of paid holidays is set out in collective agreements, so collective agreements should be referred to by managers and employees for specific entitlement.

- New Year's Day – Monday, January 01
- Family Day - (Third Monday in February) Monday, February 19
- Good Friday - Friday, March 30
- Easter Monday - Monday, April 02
- Victoria Day - Monday, May 21
- Canada Day - Sunday, July 01
- Canada Day – **Lieu Day**, Monday, July 02
- Civic Holiday – Monday, August 06
- Labour Day – Monday, September 03
- Thanksgiving Day – Monday, October 08
- Christmas Day - Tuesday, December 25
- Boxing Day - Wednesday, December 26

For Part-time employees covered by the ONA Local 067, ONA Local 99 and CUPE, the third Monday in November (Monday, 2018 November 19) will be observed as the 12th paid holiday unless otherwise notified.

Part-time employees covered by the OPSEU Local 462 Collective Agreement receive an Anniversary Date of Employment day as the 12th paid holiday.

Non-Union/Non-Management and Management employees; ONA Local 067 Full-time employees; and employees covered by the OPSEU Locals 442, 443, 444, 450, 462 and 465 Collective Agreements receive a float day as the 12th paid holiday.