



# CITY CRUISES CANADA POLICIES AND PROCEDURES

## POLICY

POLICY: **C-4**  
SUBJECT: **PUBLIC/GENERAL HOLIDAYS**  
EFFECTIVE: **NOVEMBER 30, 2023**  
SUPERCEDES: **JANUARY 1, 2022**

### POLICY

City Cruises Canada recognizes the following as public (*ESA-regulated*) and general (*Canada Labour Code-regulated*) holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- National Day for Truth & Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

### 1.0 DEFINITION

- 1.1 Premium pay is equivalent to 1.5 times the regular rate of pay. Hourly crew members who work on a public/general holiday recognized by City Cruises Canada will be paid premium pay for all hours worked.

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**1.2** Crew members will receive premium pay for shifts worked on the public/general holiday provided the shift begins at or after 11:00pm on the day before the public/general holiday, but before 11:59 pm on the day of the public/general holiday. Crew members who are scheduled to work both days will receive premium pay for one (1) of the shifts.

## **2.0 PUBLIC/GENERAL HOLIDAY PAY**

**2.1** Public/general holiday pay is equivalent to all regular wages plus vacation pay on the wages.

**2.2** Hourly contract crew members will receive public/general holiday pay based on their regularly scheduled shift length.

**2.3** Hourly permanent crew members and salary crew members will receive a lieu day for all public/general holidays worked or for public/general holidays that fall on their regularly scheduled day off.

**2.4** Lieu days must be scheduled for a day that is no later than three (3) months after the public/general holiday for which it was earned. If the crew member has signed a Written Agreement, the lieu day can be deferred for up to twelve (12) months after the public/general holiday. Lieu days more than ten (10) days will be paid out on the subsequent pay period.

**2.5** Lieu days may be pre-booked as time away from work, paid out with manager approval, or used to supplement sick pay.

## **3.0 ELIGIBILITY FOR PUBLIC HOLIDAY PAY**

**3.1** Crew members are eligible for public holiday pay if they:

- Worked their complete shift immediately preceding the holiday,
- Worked their complete shift immediately following the holiday, and
- Worked their complete shift on the holiday (if applicable).

## **4.0 REASONABLE CAUSE**

**4.1** A crew member is generally considered to have "reasonable cause" for missing work on a public/general holiday when something beyond their control prevents the crew member from working.



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**4.2** It is the responsibility of the crew member to show that they had reasonable cause for not reporting for their scheduled shift. If they can demonstrate reasonable cause, they will be eligible for public/general holiday pay.

### **5.0 RULES AND CONDITIONS**

**5.1** If the recognized holiday falls on a weekend or scheduled day off, the Company will establish an alternate observance day.

**5.2** If a holiday falls within the vacation period taken by a crew member, the crew member will observe the holiday in replacement of a vacation day. The arrangement will be confirmed in writing before any vacation leave begins.

Further interpretation of this policy is the responsibility of the Vice President, Operations. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.

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