

MEMORANDUM

ATE: Updated, May 2022

TO: Managers/Directors/Chairs, Columbia College

FROM: Tom Snell

RE: Christmas Break
Statutory Holidays and College Bonus Days

Please find attached an outline of the Christmas Break and Statutory Holidays and College Bonus Days for Columbia College (excluding Columbia Children's Centre).

Please plan your program schedules and part-time staff and facilitators schedules accordingly. Employees will be paid those statutory holidays according to the Alberta Labor Standards Act. Please refer to the Employee's Handbook for details. Adjunct Facilitators and Independent Contractors do not qualify for Statutory Holiday pay or College Bonus Days.

2022/23 Christmas Business Office Hours

There will be no scheduled classes between December 25, 2022 - January 2, 2023
The college will be closed during this period. **Please check with your Program/Department Manager regarding January 3-6th closure dates.**

DECEMBER 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
18	19	20	21	22	23	24 <small>Last day of Classes</small>
25	26 <small>In lieu of Christmas Day</small>	27 <small>In lieu of Boxing Day</small>	28 <small>College Closed</small>	29 <small>College Closed</small>	30 <small>College Closed</small>	31
1	January 2 <small>College Closed</small>	3 <small>College open limited Admin. and PN program only</small>	4	5	6	7
8	9 <small>College Open First day of classes</small>	10	11	12	13	14

Columbia College appreciates the hard work that our employees do throughout the year. In recognition of their dedication and extra time that they contribute, Columbia College gives their employees up to an additional 5 bonus days off throughout the year (Easter Monday, Heritage

Day, Boxing Day (these are not legislated statutory holidays), plus an additional two days at Christmas.

Keeping in mind the essential business operations at the College, we encourage staff to take a two consecutive weeks off during the Christmas break. During this time, for those employees that qualify, up to one week will be paid by the college as statutory holidays and bonus days, the second week would be vacation time.

If part-time staff and faculty have already been paid their vacation pay, this time off would be without pay.

All time off taken must be recorded into Payworks, regardless if it is paid or unpaid time off. Please contact payroll@columbia.ca if you have any questions or issues in Payworks.

Note: Bonus days may be prorated based on the start date of the new employees.

- **P.S. I would suggest you transfer this new schedule of holiday dates to your Yearly Planner to help ensure the dates are not missed or forgotten.**

COLUMBIA COLLEGE HOLIDAY AND BONUS DATES FOR 2022

Please note that of the 14 days listed below, Columbia College has designated 5 of them as company bonus days during the year 2021. Bonus days provided by Columbia College can not be transferred to an alternate date nor do they have any cash value if someone chooses to work on them. These dates apply to all full-time staff as well as those part-time staff and faculty who qualify. These dates do not apply to Adjunct Faculty or Independent Contractors.

HOLIDAY	ACTUAL DATE	DATE RECOGNIZED	PROVIDED BY
New Year's Day	January 1, 2022 (Sunday)	January 2, 2022	Legislated Holiday
Family Day	February 21, 2022 (Monday)	No Change	Legislated Holiday
Good Friday	April 15, 2022 (Friday)	No Change	Legislated Holiday
* Easter Monday	April 18, 2022 (Monday)	No Change	Columbia College Bonus Day
Victoria Day	May 23, 2022 (Monday)	No Change	Legislated Holiday
Canada Day	July 1, 2022 (Friday)	No Change	Legislated Holiday
* Heritage Day	August 1, 2022 (Monday)	No Change	Columbia College Bonus Day
Labor Day	September 5, 2022 (Monday)	No Change	Legislated Holiday
Thanksgiving	October 10, 2022 (Monday)	No Change	Legislated Holiday
Remembrance Day	November 11, 2022 (Friday)	No Change	Legislated Holiday
Christmas Day	December 25, 2022 (Sunday)	Monday, December 26	Legislated Holiday
* Boxing Day	December 26, 2022 (Monday)	Tuesday, December 27	Columbia College Bonus Day
Columbia Bonus Day	December 28, 2022 (Wednesday)	To be determined	Columbia College Bonus Day
Columbia Bonus Day	December 29, 2022 (Thursday)	To be determined	Columbia College Bonus Day
New Year's Day	January 1, 2023 (Sunday)	Monday, January 2	Legislated Holiday

The College is scheduled to be closed during December 25-January 2 inclusive. Please check with your Program or department Manager.

Holidays marked with "*" are not designated as statutory (general) holidays according to the Alberta Employment Standards Code. Columbia has decided to designate these as additional holidays for their employees.