

STATUTORY HOLIDAYS 2022

Definitions

Standard work schedules

These work schedules consist of 40 hours of work, distributed over a work pattern of five (5) working days in each seven (7)-day period (Monday to Friday).

Irregular work schedules

These work schedules consist of work patterns that differ from a *Standard work schedule*. (Ex: a 4/2 shift which implies four (4) days of nine (9) working hours and two (2) days off or a 6/3 shift which implies six (6) days of nine (9) working hours and three (3) days off).

Policy Statement

This policy outlines the applicable terms and conditions relating to employee pay and time off for statutory holidays. As a federally regulated employer, Air Canada recognizes 10 statutory holidays.

Guidelines

When a holiday falls on a Saturday or Sunday:

- Employees with *standard work schedule*: The statutory holiday will be observed on the workday closest to the actual day, except for Canada day which will be observed on the following Monday. When a holiday falls on a weekend and there is another holiday preceding (e.g., Christmas and Boxing Day), the holiday will be observed on the following Monday.
- Employees with *irregular work schedules*: The statutory holiday will be recognized on the actual day on which the holiday falls.

The following chart lists the day of observance for the statutory holidays for the 2022 calendar year:

Statutory Holiday	Date	Actual Day <i>Irregular work schedules</i>	Day observed <i>Standard work schedules</i>
New Year's Day	January 1 st	Saturday	Friday
Good Friday	April 15 th	Friday	Friday
Victoria Day	May 23 rd	Monday	Monday
Canada Day	July 1 st	Friday	Friday
Labour Day	September 5 th	Monday	Monday
National Day for Truth and Reconciliation	September 30 th	Friday	Friday
Thanksgiving Day	October 10 th	Monday	Monday
Remembrance Day	November 11 th	Friday	Friday
Christmas Day	December 25 th	Sunday	Monday*
Boxing Day	December 26 th	Monday	Tuesday*

***Exceptionally this year, since Christmas Day falls on a Sunday and it is followed by Boxing Day, the two statutory holidays will be observed respectively on Monday December 26, 2022 and Tuesday December 27, 2022.**

Note: If a management or ATS employee in Quebec wishes to take the St. Jean Baptiste holiday (June 24th) or an employee outside Quebec wishes to take the August Bank/Civic Holiday (August 1st) instead of one of the official statutory holidays listed above, they may do so with the agreement of their manager. In that case, the day agreed upon by both employee and manager will be observed, as the employee's statutory holiday, for the year in question.

Employees with irregular work schedules are entitled to statutory holiday pay or time off based on the following holiday pay practice for irregular work schedules:

	A scheduled Work day	A scheduled Day off (or vacation day)
Employee works on a holiday which falls on:	Regular pay plus a premium of time and one half of the regular rate OR Regular pay plus a day off* in lieu with pay at straight time on a mutually agreed upon day in accordance with the actual hours of the employee's normal shift	Regular pay plus a premium of time and one half of the regular rate as well as a day off* in lieu with pay at straight time on a mutually agreed upon day in accordance with the actual hours of the employee's normal shift OR Regular pay plus a premium of time and one half of the regular rate as well as an 8 hours' credit paid at straight time (regardless of the actual hours of the employee's normal shift) **
Employee does not work on a holiday which falls on:	The actual statutory holiday off with pay at straight time	A day off* in lieu with pay at straight time on a mutually agreed upon day in accordance with the actual hours of the employee's normal shift OR An 8 hours' credit paid at straight time (regardless of the actual hours of the employee's normal shift) **

Note:

**A day off in lieu is granted in accordance with the actual hours of the employee's normal shift and is paid at straight time as part of the employee's regular pay. This applies to all regular full-time employees.*

***For the purpose of a paid holiday credit, a day's pay is equivalent to 8 hours at straight time for all regular full-time employees regardless of the actual hours of the employee's normal shift. This credit is paid in addition to the employee's normal pay.*