



Corporate Policy Manual

Sub Topic:	Floater Day	Policy No.	HR.3-04
Topic:	Vacation	Employees Covered:	All Non-Union Regular Full Time and Regular Part Time Employees
Section:	Human Resources	Council Adoption Date:	May 26, 2008
Effective Date:	May 26, 2008	Revision No:	Date:

Policy Statement & Strategic Plan Linkages

The Town of Newmarket supports a community enriched by Canadian culture and is committed to supporting its heritage with the provision of a paid day off in lieu of Remembrance Day.

Purpose

This policy sets out to define and set out the procedures for utilizing the Floater Day for employees.

Definition

Floater Day:

In lieu of Remembrance Day, the Floater Day is defined as a paid day off but is not a Public Holiday and as such, is not eligible for Public Holiday or premium rates of pay.

Procedures

1. A Floater Day in lieu of Remembrance Day is provided to employees who commence work before November 11th and are working on, before and after that date.
2. The Floater Day may be taken at a time mutually agreed upon by the employee and the Commissioner/Director/Manager within the calendar year.
3. The Floater Day is not a Public Holiday and not eligible for premium rates of pay and is not eligible for carry over to the following calendar year.

Responsibilities

Commissioners/Directors/Managers/Supervisors are responsible to:

- Ensure completion of appropriate documentation for attendance management and recording time off for employees.

Human Resources is responsible to:

- Ensure that the policy is applied consistently and that employees are paid in accordance with Town policy and procedures.

Cross-References

Employment Standards Act and Regulations, as amended from time to time