



HUMAN RESOURCES

Subject	CHRISTMAS FLOATER – Support Staff (formerly titled “7.16 Christmas Floater – Support Staff”)		
Procedure Section	10 Leaves		
No.	10.10		
Exempt Employment Policy References			
Collective Agreement References	Support	Article 44 (Leave of Absence with Pay: Christmas Floater)	
Forms & Other Reference Material			
Status of Approval	Approved	06-May-2013	Margo Kendal
	Updated	26-Oct-2017	

PREAMBLE:

All BCGEU Support Staff are entitled to a leave of absence with pay (Christmas floater) in accordance with the provisions of the collective agreement.

PROCEDURE:

1. A supervisor may require designated support staff employees to remain on duty, in keeping with operational requirements, during the Christmas floater. A supervisor must provide Human Resources with a list of the support staff who are required to work, and this day will be added to their annual vacation entitlement for the next calendar year.
2. Support staff employees who are designated to remain on duty will receive a compensating day off within the following twelve months.
3. All other support staff on regular appointment are entitled to the Christmas floater as a leave of absence with pay.
4. Support staff non-regular employees are only entitled to pay for the Christmas floater if the floater is part of their normal work schedule. On-call employees are not entitled to pay for the floater unless they are working the day of the floater and will be paid for actual hours worked.