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MEMO

To: All Employees
From: Executive Director
Re: Statutory Holidays and Mandatory Closures for 2015

2015 Statutory Holidays

The following Statutory Holidays will be observed by New Age Services Inc. Office and Site Based Community Day Program as outlined by Labour Standards, and New Age Services Inc. Policy.

New Year's Day	Thursday, January 1, 2015
Alberta Family Day	Monday, February 16, 2015
Good Friday	Friday, April 03, 2015
Victoria Day	Monday, May 18, 2015
Canada Day	Wednesday, July 1, 2015
Heritage Day	Monday, August 3, 2015 – Unpaid Mandatory Closure
Labour Day	Monday, September 7, 2015
Thanksgiving Day	Monday, October 12, 2015
Remembrance Day	Wednesday, November 11, 2015
Christmas Day	Friday, December 25, 2015
New Year's Day	Friday, January 1, 2016

****OFFICE CLOSED DECEMBER 28, 29, 30 and 31st of 2015****
- Unpaid Mandatory Closure -

Most employees are not required to work on Statutory Holidays, unless this has been requested and approved of in advance. However, if employees are required to work on these days, and it is their regular schedule, they will be paid 2.5 hours for each hour they work. If a staff member agrees to fill in for another person on that day, they will be paid 1.5 hours.
