



MEMO

To:	All Employees
From:	Executive Director
Re:	Statutory Holidays and Mandatory Closures for 2018

2018 Statutory Holidays

- For all New Age Services Inc. employees: Statutory Holidays, which fall on the same day of the week every year, are observed as a Statutory Holiday on the actual day they fall.

Statutory Holiday	Falls on the same day every year	2018
Alberta Family Day	third Monday in February	Monday, February 18, 2018
Good Friday	Friday before Easter Sunday	Friday, March 30, 2018
Victoria Day	Monday before May 25	Monday, May 21, 2018
Heritage Day	Mandatory closure – not a Stat – first Monday in August	Monday, August 6, 2018 – <i>Mandatory Office Closure</i>
Labour Day	first Monday in September	Monday, September 3, 2018
Thanksgiving Day	second Monday in October	Monday, October 08, 2018

- Statutory Holidays that always fall on the same *date* each year: New Age Services Inc. employees will take the statutory holiday at different times depending on their location and regular work schedule.

Holiday Schedule	Employees whose regular schedule is Monday- Friday: On the actual day OR if the holiday falls on a Saturday or Sunday, then the following Monday.	All Group Homes Employees and those Outreach employees whose regular schedule includes weekend shifts
New Year's Day	Monday, January 1, 2018	Monday, January 1, 2018
Canada Day	Monday, July 2, 2018	Sunday, July 1, 2018
Remembrance Day	Monday, November 12, 2018	Sunday, November 11, 2018
Christmas Day	Tuesday, December 25, 2018	Tuesday, December 25, 2018
OFFICE CLOSED DECEMBER 26, 27, 28, and 31st of 2018 - Mandatory Office Closure -		