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Policy #: HR-004  
TITLE: Holidays  
Date issued: June 25, 2009  
Date last revised: \_\_\_\_\_  
Authorization: Chief Executive Officer

## 1.0 POLICY

ISI observes the following holidays:

<b>January</b> - New Year's Day	<b>September</b> - Labour day
<b>March/April</b> - Good Friday	<b>October</b> - Thanksgiving Day
<b>March/April</b> - Easter Monday	<b>November</b> - Remembrance Day
<b>May</b> - Victoria Day	<b>December</b> - Christmas Day
<b>July</b> - Canada Day	<b>December</b> - Boxing Day
<b>August</b> - Halifax Natal Day	

One (1) other day in lieu of a university holiday

A normal day's pay may be granted for these holidays. In the event that a holiday falls during a vacation period, an additional day off may be taken at the conclusion of the vacation period, or an alternate day off may be arranged by mutual agreement of the staff member and their immediate supervisor.

*\* ISI will normally be closed between Noon on December 24 and December 31 each year.*

## 2.0 REVISION HISTORY

Issued: \_\_\_\_\_

Revised: \_\_\_\_\_