



Substitute Public Holiday Form

When an Employee is required to work on a Statutory Public Holiday and notified of this requirement, they must complete this form, as per [HR Policy 502](#), that will outline the substitute day off of work. The Supervisor will consult with the Employee to identify a suitable substitute holiday date which is agreeable to both the University and the Employee.

Section 1. (To be completed by Employee):

Date form filled out:

Employee Name:

Department/Unit:

College/Directorate:

Position Title:

Immediate Supervisor:

Union / Employee Group (where applicable):

Employment Status (Select **one**):

Public Holiday to be worked (Select **one**):

Substitute date(s)**:

Employee Signature:

Section 2. (Completed by Supervisor or Designate):

Supervisor's Signature:

Date form provided to Employee:

** Civic Holiday AND the Day before New Year's Day are not public holidays for Part-time Employees.*

*** Should an agreement to take the substitute day over more than one day, please indicate all dates and number of hours on each date identified.*

**** All PT employees and any TFT employees who are time reporting (working variable hours) will receive statutory holiday pay based on the ESA calculation. Any substitute day off provided for these individuals would be unpaid. In this situation, should an employee wish to forgo the unpaid day please indicate this on the form.*

A copy of this form shall be given to the employee and a copy retained by supervisor.