



Compensation for Working Public Holiday Form

(Full Time Employees Only)

Employee Name: _____

Mohawk ID: _____

Department: _____

Job Title: _____

Date of Public Holiday: _____

Public pay is based on the regular wages worked and paid in the previous pay period prior to the public holiday, divided by the number of days worked in the same period. Regular wages do not include premium pay (e.g. overtime) or public holiday pay.

Compensation for working public holiday:

Employees, where operational requirements dictate, may on occasion be requested to work on a public holiday.

The employee has agreed to work _____ hours on the holiday named above and will be compensated for the time worked in accordance with their terms and conditions of employment or collective agreement.

Employees who work on a public holiday must make the following election, in accordance with legislation, prior to the Public Holiday.

Public Holiday Pay:

The employee will substitute the public holiday dated above on _____
(mm/dd/yyyy)

Work the public holiday and be compensated at regular pay rate times 1.5 for the hours worked on the public holiday, and substitute another day off which will be compensated at their regular rate of pay. The substituted day must be documented at the time the employee works the public holiday.

OR

The employee has elected to receive public holiday pay only.

*Work the public holiday, and be compensated at regular pay rate times 1.5 for the hours worked on the public holiday **and in addition** receive public holiday pay. (The employee will not receive another day off as a substitution day).*

This form must be completed and submitted to Payroll by the next pay cut-off after the public holiday above occurs.

Employee's Signature: _____ Manager's Signature: _____

Date of the day this completed form was provided to the employee: _____

Once complete please attach to Overtime Form and send to payroll department.