# 2024 Holiday Schedule

## Canada Retail

At EssilorLuxottica, we provide a compelling Total Rewards package that has many benefits and perks, including time off that you can spend with your friends and family. Read below to see the 2024 Holiday Schedule!

All full-time, part-time and casual part-time (CPT) Canada employees are eligible upon hire\* to receive a certain number of paid statutory holidays in accordance with provincial labour standards.

\*Except CPT employees in New Brunswick who must meet the provincial qualifying requirements.

HOLIDAY	DATE	ВС	AB	SK	МВ	ON	QC	NB	NS	PE	NL
New Year's Day	Monday, January 1	•	•	•	•	•	•	•	•	•	•
Family/Heritage/Islander/ Louis Riel Day	Monday, February 19	•	•	•	•	•		•	•	•	
Good Friday	Friday, March 29	•	•	•	•	•	•	•	•	•	•
Easter Sunday & Easter Monday	Not statutory holidays – not paid, unless worked										
Victoria Day	Monday, May 20	•	•	•	•	•	•				
St. Jean Baptiste Day	Monday, June 24						•				
Canada Day	Monday, July 1	•	•	•	•	•	•	•	•	•	•
Civic Holiday	Monday, August 5	•		•		•		•			
Labour Day	Monday, September 2	•	•	•	•	•	•	•	•	•	•
National Day of Truth and Reconciliation	Monday, September 30	•								•	
Thanksgiving	Monday, October 14	•	•	•	•	•	•				
Remembrance Day	Monday, November 11	•	•	•	• **			•	•	•	•
Christmas Day	Wednesday, December 25	•	•	•	•	•	•	•	•	•	•
Boxing Day	Thursday, December 26	•	•	•	•	•	•	•	•	•	•

<sup>\*\*</sup>Remembrance Day for Manitoba: Employees who do not work on the holiday will be paid for the holiday. Employees who work will be paid time and one-half for hours worked.

# **General Guidelines (Subject to applicable legislation)**

- When a store is closed on the statutory holiday, payment is a regular day's pay for eligible employees.
- Employees who work on the holiday are paid time and one-half for hours worked.
- During a week with a statutory holiday, the maximum amount of days an employee may be scheduled is five days (the holiday is counted as one day worked).
- In addition to the time and one-half for hours worked on a statutory holiday, eligible employees receive one day off with regular pay in the two weeks before or two weeks after the statutory holiday.
- Employees who do not work on a statutory holiday, and are eligible for statutory holiday pay, receive a regular day's pay.
- Employees must work their scheduled day before and after the statutory holiday in order to be entitled to statutory holiday pay. If an employee is sick on their scheduled day before or after the actual statutory holiday, they will be required to present a doctor's certification on returning to work in order to be paid for the holiday. Does not apply in British Columbia and Saskatchewan.
- Please check with your supervisor before scheduling time off.

#### **Guidelines for Management Employees**

- Management employees who do not work on a statutory holiday receive a regular day's pay.
- When management employees work on a statutory holiday, hours worked will be counted at time and one-half toward hours for the week.
- In addition, the manager receives an alternate day off with pay in the two weeks prior to or following the holiday.
- If a manager works on the statutory holiday, he/she may reduce his/her hours during the balance of the week in which the statutory holiday occurs to reflect a regular work week.

### **Statutory Holidays and Vacation Leave**

When a statutory holiday occurs during an employee's vacation, the statutory holiday is paid as such, and not as vacation. The vacation may be extended by one day at the start or end of the vacation, or the day may be taken at another time.

# **EssilorLuxottica**