# Holiday/ Winter Closure 2017/2018 - Effect on Pay if Employee Works During This Period

**Full-Time Operating Salaried Employees**

Normal shift schedule: Monday to Sunday

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon Dec 25</th>
<th>Tue Dec 26</th>
<th>Wed Dec 27</th>
<th>Thur Dec 28</th>
<th>Fri Dec 29</th>
<th>Sat Dec 30</th>
<th>Sun Dec 31</th>
<th>Mon Jan 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>If working on</td>
<td>Paid Holiday</td>
<td>Winter Closure</td>
<td>Rest Day 1</td>
<td>Rest Day 2</td>
<td>Paid Holiday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Pay</td>
<td>Included in Salary</td>
<td>Included in Salary</td>
<td>None</td>
<td>None</td>
<td>Included in Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Additional Pay | • Additional pay is straight time for all hours worked (code 071), up to their normal hours worked  
• Double time (code 620) for all hours in excess of their normal work day  
• Minimum pay is 2 hours. | None | Paid for all hours worked.  
• Minimum pay is 2 hours  
• 1st two hours at 1.5 times (code 615)  
• All remaining hours for this weekend at 2 times (code 620)  
Meal allowance (code 440) /meal break* (code 611) after 4 hours (doesn't apply if working from home). |  
• Additional pay is straight time for all hours worked (code 071), up to their normal hours worked  
• Double time (code 620) for all hours in excess of their normal work day  
• Minimum pay is 2 hours. |
| Day In Lieu | 1 day at regular hours:  
• To Pay Out (code 070)  
• To Bank (code 659) | 1 day at regular hours:  
• To Pay Out (code 070)  
• To Bank (code 659) | No | 1 day at regular hours:  
• To Pay Out (code 070)  
• To Bank (code 659) |
| Equivalent Rate of Pay Works Out to | 3x | 1x plus OT Rules 2x | 1.5-2x | 3x |

**Note:** CALL BACK* and STANDBY* are separate and distinct conditions. Please refer to Part A Articles 7.02 and 8.

*For further information please refer to the following tip sheets/forms: Winter Closure – Part A

**The “In lieu of Paid Holidays” column is treated the same as a Rest Day for all hours worked.

Updated 20171020
**Holiday/ Winter Closure 2017/2018 - Effect on Pay if Employee Works During This Period**

**Full-Time Operating Salaried Employees**

Normal shift schedule: Tuesday to Monday

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon Dec 25</th>
<th>Tue Dec 26</th>
<th>Wed Dec 27</th>
<th>Thu Dec 28</th>
<th>Fri Dec 29</th>
<th>Sat Dec 30</th>
<th>Sun Dec 31</th>
<th>Mon Jan 1</th>
<th>Tue Jan 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If working on Paid Holiday on Rest Day</strong></td>
<td>Paid Holiday</td>
<td>In lieu of Paid Holiday</td>
<td>Winter Closure</td>
<td>Rest Day 1</td>
<td>Paid Holiday on Rest Day</td>
<td>In lieu of Paid Holiday</td>
<td>Rest Day 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Pay</td>
<td>None</td>
<td>Included in Salary</td>
<td>Winter Closure</td>
<td>None</td>
<td>None</td>
<td>Included in Salary</td>
<td>Rest Day 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Pay</strong></td>
<td>• Double time (code 620) for all hours worked.</td>
<td>• Minimum pay is 2 hours</td>
<td>• 1st two hours at 1.5 times (code 615)</td>
<td>• All remaining hours for this weekend at 2 times (code 620)</td>
<td>• Meal allowance (code 440) / meal break* (code 611) after 4 hours (doesn't apply if working from home).</td>
<td>Paid for all hours worked.</td>
<td>• Minimum pay is 2 hours</td>
<td>• 1st two hours at 1.5 times (code 615)</td>
<td>• All remaining hours for this weekend at 2 times (code 620)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paid for all hours worked.</td>
<td>Minimum pay is 2 hours</td>
<td>• 1st two hours at 1.5 times (code 615)</td>
<td>• All remaining hours for this weekend at 2 times (code 620)</td>
<td>• Meal allowance (code 440) / meal break* (code 611) after 4 hours (doesn't apply if working from home).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day In Lieu</td>
<td>Yes</td>
<td>Paid (070)</td>
<td>No</td>
<td>1 day at regular hours:</td>
<td>To Pay Out (code 070)</td>
<td>No</td>
<td>Yes</td>
<td>Paid (070)</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Bank (659)</td>
<td></td>
<td></td>
<td></td>
<td>To Bank (code 659)</td>
<td></td>
<td></td>
<td>Bank (659)</td>
<td></td>
</tr>
<tr>
<td>Equivalent Rate of Pay Works Out to</td>
<td>2x</td>
<td>1x plus OT Rules</td>
<td>2x</td>
<td>2x</td>
<td>2x</td>
<td>1x plus OT Rules</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** CALL BACK* and STANDBY* are separate and distinct conditions. Please refer to Part A Articles 7.02 and 8.

*For further information please refer to the following tip sheets/forms: Winter Closure – Part A

**The “In lieu of Paid Holidays” column is treated the same as a Rest Day for all hours worked.**

Updated 20171020
### Holiday/ Winter Closure 2017/2018 - Effect on Pay if Employee Works During This Period

**Full-Time Operating Salaried Employees**

Normal shift schedule: Wednesday to Tuesday

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon Dec 25</th>
<th>Tues Dec 26</th>
<th>Wed Dec 27</th>
<th>Thur Dec 28</th>
<th>Fri Dec 29</th>
<th>Sat Dec 30</th>
<th>Sun Dec 31</th>
<th>Mon Jan 1</th>
<th>Tue Jan 2</th>
<th>Wed Jan 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If working on</strong></td>
<td><strong>Paid Holiday on Rest Day</strong></td>
<td><strong>In lieu of Paid Holiday</strong></td>
<td><strong>Rest Day 2</strong></td>
<td><strong>Winter Closure</strong></td>
<td><strong>Paid Holiday on Rest Day</strong></td>
<td><strong>Rest Day 1</strong></td>
<td><strong>In lieu of Paid Holiday</strong></td>
<td><strong>Rest Day 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Regular Pay</strong></td>
<td>None</td>
<td>None</td>
<td>Included in Salary</td>
<td>Included in Salary</td>
<td>None</td>
<td>None</td>
<td>Included in Salary</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Pay</strong></td>
<td>Double time (code 620) for all hours worked</td>
<td>Minimum pay is 2 hours</td>
<td>1st two hours at 1.5 times (code 615)</td>
<td>All remaining hours for this weekend at 2 times (code 620)</td>
<td>Meal allowance (code 440) / meal break (code 611) after 4 hours (doesn't apply if working from home)</td>
<td>Double time (code 620) for all hours worked</td>
<td>Minimum pay is 2 hours</td>
<td>1st two hours at 1.5 times (code 615)</td>
<td>All remaining hours for this weekend at 2 times (code 620)</td>
<td>Meal allowance (code 440) / meal break (code 611) after 4 hours (doesn't apply if working from home)</td>
</tr>
<tr>
<td><strong>Day In Lieu</strong></td>
<td>Yes</td>
<td>Paid (070) Bank (659)</td>
<td>No</td>
<td>No</td>
<td>1 day at regular hours: To Pay Out (code 070) To Bank (code 659)</td>
<td>Yes</td>
<td>Paid (070) Bank (659)</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Equivalent Rate of Pay Works Out to</strong></td>
<td>2x</td>
<td>1.5-2x</td>
<td>1 X plus OT rules</td>
<td>2x</td>
<td>2x</td>
<td>1.5-2x</td>
<td>1 X plus OT rules</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** CALL BACK* and STANDBY* are separate and distinct conditions. Please refer to Part A Articles 7.02 and 8.  
*For further information please refer to the following tip sheets/forms: Winter Closure – Part A  
**The “In lieu of Paid Holidays” column is treated the same as a Rest Day for all hours worked.**

Updated 20171020
### Holiday/ Winter Closure 2017/2018 - Effect on Pay if Employee Works During This Period

**Full-Time Operating Salaried Employees**

Normal shift schedule: Thursday to Wednesday

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon Dec 25</th>
<th>Tue Dec 26</th>
<th>Wed Dec 27</th>
<th>Thur Dec 28</th>
<th>Fri Dec 29</th>
<th>Sat Dec 30</th>
<th>Sun Dec 31</th>
<th>Mon Jan 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>If working on</td>
<td>Paid Holiday</td>
<td>Rest Day 1</td>
<td>Rest Day 2</td>
<td>Winter Closure</td>
<td>Paid Holiday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Pay</td>
<td>Included in Salary</td>
<td>None</td>
<td>Included in Salary</td>
<td>Included in Salary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Pay</td>
<td>Additional pay is straight time for all hours worked (code 071), up to their normal hours worked</td>
<td>Paid for all hours worked.</td>
<td>Minimum pay is 2 hours</td>
<td>None</td>
<td>Additional pay is straight time for all hours worked (code 071), up to their normal hours worked</td>
<td>Double time (code 620) for all hours in excess of their normal work day</td>
<td>Minimum pay is 2 hours.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double time (code 620) for all hours in excess of their normal work day</td>
<td>Minimum pay is 2 hours</td>
<td>Minimum pay is 2 hours</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day In Lieu</td>
<td>1 day at regular hours:</td>
<td>No</td>
<td>1 day at regular hours:</td>
<td>1 day at regular hours:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To Pay Out (code 070)</td>
<td></td>
<td>To Pay Out (code 070)</td>
<td>To Bank (code 659)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equivalent Rate of Pay Works Out to</td>
<td>3x</td>
<td>1.5-2x</td>
<td>2X</td>
<td>3x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** CALL BACK* and STANDBY* are separate and distinct conditions. Please refer to Part A Articles 7.02 and 8.

*For further information please refer to the following tip sheets/forms: Winter Closure – Part A

**The “In lieu of Paid Holidays” column is treated the same as a Rest Day for all hours worked.

Updated 20171020
### Holiday/ Winter Closure 2017/2018 - Effect on Pay if Employee Works During This Period

**Full-Time Operating Salaried Employees**

Normal shift schedule: Friday to Thursday

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon Dec 25</th>
<th>Tue Dec 26</th>
<th>Wed Dec 27</th>
<th>Thur Dec 28</th>
<th>Fri Dec 29</th>
<th>Sat Dec 30</th>
<th>Sun Dec 31</th>
<th>Mon Jan 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>If working on</td>
<td>Paid Holiday</td>
<td>Winter Closure</td>
<td>Rest Day 1</td>
<td>Rest Day 2</td>
<td>Winter Closure</td>
<td>Paid Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Pay</td>
<td>Included in Salary</td>
<td>Included in Salary</td>
<td>None</td>
<td>Included in Salary</td>
<td>Included in Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Additional Pay |  • Additional pay is straight time for all hours worked (code 071), up to their normal hours worked.  
  • Double time (code 620) for all hours in excess of their normal work day.  
  • Minimum pay is 2 hours.  
  • Additional pay is straight time for all hours worked.  
  • Minimum pay is 2 hours.  
  • 1st two hours at 1.5 times (code 615)  
  • All remaining hours for this weekend at 2 times (code 620)  
  • Meal allowance (code 440) / meal break* (code 611) after 4 hours (doesn't apply if working from home). | None | None | Additional pay is straight time for all hours worked (code 071), up to their normal hours worked.  
  • Double time (code 620) for all hours in excess of their normal work day.  
  • Minimum pay is 2 hours. |
| Day In Lieu | 1 day at regular hours:  
  • To Pay Out (code 070)  
  • To Bank (code 659)  
  No | | 1 day at regular hours:  
  • To Pay Out (code 070)  
  • To Bank (code 659)  
  No | 1 day at regular hours:  
  • To Pay Out (code 070)  
  • To Bank (code 659)  
  No | 1 day at regular hours:  
  • To Pay Out (code 070)  
  • To Bank (code 659)  
  No |
| Equivalent Rate of Pay Works Out to | 3x | 2x | 1.5-2x | 2x | 3x |

**Note:** CALL BACK* and STANDBY* are separate and distinct conditions. Please refer to Part A Articles 7.02 and 8.

*For further information please refer to the following tip sheets/forms: Winter Closure – Part A

**The "In lieu of Paid Holidays" column is treated the same as a Rest Day for all hours worked.

Updated 20171020
## Holiday/ Winter Closure 2017/2018 - Effect on Pay if Employee Works During This Period

### Full-Time Operating Salaried Employees

Normal shift schedule: Saturday to Friday

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon Dec 25</th>
<th>Tues Dec 26</th>
<th>Wed Dec 27</th>
<th>Thur Dec 28</th>
<th>Fri Dec 29</th>
<th>Sat Dec 30</th>
<th>Sun Dec 31</th>
<th>Mon Jan 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>If working on</td>
<td>Paid Holiday</td>
<td>Winter Closure</td>
<td>Rest Day 1</td>
<td>Rest Day 2</td>
<td>Winter Closure</td>
<td>Paid Holiday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Regular Pay
- Included in Salary
- None
- Included in Salary
- Included in Salary

### Additional Pay
- **Paid for all hours worked.**
  - Minimum pay is 2 hours
  - 1st two hours at 1.5 times (code 615)
  - All remaining hours for this weekend at 2 times (code 620)
  - Meal allowance (code 440) /meal break* (code 611) after 4 hours (doesn't apply if working from home).
- **None**
- **None**
- Additional pay is straight time for all hours worked (code 071), up to their normal hours worked
- Double time (code 620) for all hours in excess of their normal work day
- Minimum pay is 2 hours.

### Day In Lieu
- 1 day at regular hours:
  - To Pay Out (code 070)
  - To Bank (code 659)

- 1 day at regular hours:
  - To Pay Out (code 070)
  - To Bank (code 659)

- 1 day at regular hours:
  - To Pay Out (code 070)
  - To Bank (code 659)

- 1 day at regular hours:
  - To Pay Out (code 070)
  - To Bank (code 659)

### Equivalent Rate of Pay Works Out to
- 3x
- 2x
- 1.5-2x
- 2x
- 3x

**Note:** CALL BACK* and STANDBY* are separate and distinct conditions. Please refer to Part A Articles 7.02 and 8.

*For further information please refer to the following tip sheets/forms: Winter Closure – Part A

**The “In lieu of Paid Holidays” column is treated the same as a Rest Day for all hours worked.

Updated 20171020
### Holiday/ Winter Closure 2017/2018 - Effect on Pay if Employee Works During This Period

**Full-Time Operating Salaried Employees**

Normal shift schedule: Sunday to Saturday

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon Dec 25</th>
<th>Tue Dec 26</th>
<th>Wed Dec 27</th>
<th>Thur Dec 28</th>
<th>Fri Dec 29</th>
<th>Sat Dec 30</th>
<th>Sun Dec 31</th>
<th>Mon Jan 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>If working on</td>
<td>Paid Holiday</td>
<td>Winter Closure</td>
<td>Rest Day 1</td>
<td>Rest Day 2</td>
<td>Winter Closure</td>
<td>Paid Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Pay</td>
<td>Included in Salary</td>
<td>Included in Salary</td>
<td>None</td>
<td>Included in Salary</td>
<td>Included in Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Pay</td>
<td>Additional pay is straight time for all hours worked (code 071), up to their normal hours worked</td>
<td>Double time (code 620) for all hours in excess of their normal work day</td>
<td>Minimum pay is 2 hours.</td>
<td>Paid for all hours worked.</td>
<td>Minimum pay is 2 hours.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day In Lieu</td>
<td>1 day at regular hours:</td>
<td>1 day at regular hours:</td>
<td>1 day at regular hours:</td>
<td>1 day at regular hours:</td>
<td>1 day at regular hours:</td>
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</tr>
<tr>
<td></td>
<td>To Pay Out (code 070)</td>
<td>To Pay Out (code 070)</td>
<td>To Pay Out (code 070)</td>
<td>To Pay Out (code 070)</td>
<td>To Pay Out (code 070)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To Bank (code 659)</td>
<td>To Bank (code 659)</td>
<td>To Bank (code 659)</td>
<td>To Bank (code 659)</td>
<td>To Bank (code 659)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equivalent Rate of Pay Works Out to</td>
<td>3x</td>
<td>2x</td>
<td>1.5-2x</td>
<td>2x</td>
<td>3x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** CALL BACK* and STANDBY* are separate and distinct conditions. Please refer to Part A Articles 7.02 and 8.

*For further information please refer to the following tip sheets/forms: Winter Closure – Part A

**The “In lieu of Paid Holidays” column is treated the same as a Rest Day for all hours worked.**

Updated 20171020