

<b>Title</b>	<b>Appreciation Days</b>		
<b>Classification</b>	Administration	<b>Oversight &amp; Responsibility</b>	Office of the VP & CFO; Human Resources
<b>Category</b>	Human Resources & Employment	<b>Effective Date</b>	2018-Dec-05
<b>Approval</b>	Executive	<b>Policy No</b>	1039

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

**NOTE:** The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

## Policy Statement

In appreciation of the dedication shown throughout the year and to allow employees time to rejuvenate over the December holidays, it has been approved by the President's Office that the regular working days bridging the statutory holidays between December 25<sup>th</sup> and December 31<sup>st</sup> are Appreciation Days for Royal Roads University (RRU) employees for this year and subsequent years to come. Appreciation Days are considered and incorporated as part of RRU's total rewards package and recruitment and retention strategy.

## Procedures

All regular, ongoing, full-time and part-time employees will receive this benefit. Term employees with appointments longer than three months, with a start date of November 25<sup>th</sup> or earlier during the year and overlapping the December holiday period, are eligible for time off with pay. Casual employees are not eligible for this benefit.

The Appreciation Days provide employees with their regular pay during the period of December 25<sup>th</sup> to December 31<sup>st</sup>. Whatever days and hours an employee would normally work during that period would be granted at paid time off.

- *Example 1:* If an employee regularly works full-time hours Monday through Friday, the maximum of three full days would be granted in addition to the two paid statutory holidays.
- *Example 2:* If an employee regularly works three days during that period (i.e., part-time), then in addition to the two paid statutory holidays, one Appreciation Day off with pay would be granted for a total of three paid days.

During this time of general reduced activity on campus, essential services will need to be maintained to provide reasonable levels of service in certain areas. Where services are required, casual staff will be utilized if possible, during the period. Regular or longer-term temporary staff that are required to be at work will be provided with equal time off in lieu.

While the Appreciation Days are now established as a regular feature, future operational requirements or government policy could necessitate the University being operational during some or all of this time, mandating a reduction or an end to the benefit. These days remain at the Executive's discretion.

## Review and Revision History

Date	Action
2006-Aug-01	Approved by Executive
2018-Dec-05	Revised; current published version
2021-Oct-04	Transfer to new template – no content change
<b>Next Review</b>	
2021-Dec-05	For review