

# SAMPLE COMPANY PUBLIC HOLIDAY CONSENT FORM

<b>Name:</b>	<b>Department:</b>
<b>Location:</b>	<b>Date of Employment:</b>

**Public Holidays:**

Sample Company is closed for the following public holidays:

- |                      |                  |
|----------------------|------------------|
| New Years Day        | Labour Day       |
| Good Friday          | Thanksgiving Day |
| Victoria Day         | Christmas Day    |
| Canada Day           | Boxing Day       |
| August Civic Holiday |                  |

**If You Work On a Public Holiday**

If you agree to work on a public holiday at Sample Company's request, you will either receive your regular wages for the hours worked and will be eligible to take an alternate day off with public holiday pay, or you will receive double time and a half. Please note that in order to be paid for a public holiday, you must have worked your regularly scheduled shift before and following the public holiday.

The appropriate Manager must approve all requests for working on a public holiday. They are also responsible for forwarding the information to Human Resources for processing.

**Consent**

I agree and consent to work on \_\_\_\_\_ which is a public holiday. I request the following:

- To be paid my normal wages while working the public holiday and to be given an alternate public holiday on \_\_\_\_\_ with public holiday pay.
  
- To be paid double-time-and-a-half pay for the public holiday.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

When the form is complete, please forward it to Human Resources.