




RESORT • GOLF • SPA

Standard Operating Procedure

Department: All Departments	Proposed By: General Manager	Number of Pages: 1
Subject: Statutory Holidays – Salaried Team Members	G.M. Authorization: 	Supersedes Policy Dated: April 2009
Effective Date: May 15 th , 2013	Distribution: All Department Heads	

Policy:

If a salaried team member works on a Statutory Holiday, they will be “owed” a day off; substitute day off. This substitute day can be utilized either prior to the actual Statutory Holiday or after. **Any substitute day(s) for working Statutory Holidays must be utilized within the Resort calendar year (January 1st – January 31st of the following year), however any substitute day(s) that are not utilized within the above stated timeframe will be considered forfeited and no payment will be made during employment or upon resignation/termination.**

Responsibility:

All salaried team members will be noted as “off” on any Statutory Holiday until the Payroll & Benefits Administrator receives the Statutory Holiday Spreadsheet for each Department.

If the salaried team member worked the Statutory Holiday and a substitute day has been determined, fill out the section accordingly. If the substitute day has not been determined and will be decided upon at a later date then note TBD.

Once the substitute day has been determined, all Department Heads/Managers are to fill out the Stat Day Remittance Form to be approved by the General Manager. The form will then be sent to Payroll and the Stat Day Tracking Report located on the K Drive will be updated accordingly.

If the Statutory Holiday falls on a Salaried Team Member’s normal scheduled day off, the team member will be owed a substitute day and will fill out the form as instructed above.

Only the Payroll & Benefits Administrator will monitor and update the Stat Day Tracker Report on the K Drive; it will now be a “read-only” document for viewing purposes only.