



STAFF REPORT ACTION REQUIRED

Designated Holidays and Floating Holidays Policy

Date: December 1, 2025

To: Toronto Public Library Board

From: City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval of a revised Designated Holidays and Floating Holidays Policy, incorporating National Day for Truth and Reconciliation as a Designated Holiday.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the revised Designated Holidays and Floating Holidays Policy appended as Attachment 1.

FINANCIAL IMPACT

There is no financial impact beyond what has already been included in the 2026 operating budget.

The Director, Finance & Chief Financial Officer has reviewed this financial impact statement and agrees with it.

DECISION HISTORY

On September 27, 2021, the Library Board passed a [report](#) approving, for TPL non-union staff, an additional paid holiday for National Day for Truth and Reconciliation.

On September 21, 2020, the Library Board passed [a report](#) approving an additional floater day each year for non-union staff, to align with the 2020-2024 Collective Agreement.

COMMENTS

The 2025-2029 Collective Agreement, negotiated between the Toronto Public Library Board and the Toronto Public Library Workers Union CUPE Local 4948, added National Day for Truth and Reconciliation as a paid holiday, on which the Library will close.

Library Board approval is required to align the Designated Holidays and Floating Holidays Policy, which applies to management and other non-union Library staff, with the provisions of the 2025-2029 Collective Agreement that apply to unionized Library staff.

A revised Designated Holidays and Floating Holidays Policy is provided as Attachment 1.

CONTACT

Brian Daly; Director, Human Resources; Tel: 416-395-5852; Email: bdaly@tpl.ca

SIGNATURE

Moe Hosseini-Ara
City Librarian

ATTACHMENTS

- | | |
|--------------|--|
| Attachment 1 | Designated Holidays and Floating Holidays Policy
(revised version) |
| Attachment 2 | Designated Holidays and Floating Holidays Policy
(redlined to show changes) |

Policy Title: Designated Holidays and Floating Holidays
Policy Classification: Board Policy

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Motion # and Approval Date:

01-91 – May 28, 2001

Motion # and Last Revision Date:

20-155 - September 21, 2020

21-1350 – September 27, 2021

December 1, 2025

Effective Date

January 1, 2026

Purpose

To provide employees with designated days as paid holidays throughout the year and three flexible days of leave.

Scope

This policy applies to all non-union employees.

Policy Statement

1. Designated Holidays

1.1 Employees are entitled to the following days that are designated as holidays by the Toronto Public Library Board in each year:

- New Years Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day

- Civic Holiday
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Christmas Day
- Boxing Day
- Remembrance Day (non-union employees will be granted a day off in lieu of Remembrance Day because the Toronto Public Library provides regular service on this Designated Holiday)

- 1.2 When any of the above named holidays fall on a Saturday or Sunday the Board may designate an alternate day.
- 1.3 A designated holiday that occurs during an employee's vacation, is considered a designated holiday and not a vacation day.
- 1.4 A designated holiday that occurs during an employee's period of illness, is considered a designated holiday and not a sick day.

2. Floating Holidays

- 2.1 Full-time employees are eligible for three (3) floating holidays in each calendar year.
- 2.2 Part-time employees are eligible for two (2) floating holidays in each calendar year.
- 2.3 Floating holidays can be taken at a time that is compatible with the operational requirements of the division/department in which the employee works.
- 2.4 These are in addition to the one day off in lieu of Remembrance Day

3. Implementation

- 3.1 Employees must seek their managers' approval when scheduling their floating holidays.

4. Salary & Benefits

- 4.1 Employees who are not required to work on designated holidays are paid their regular rate of pay for those days.
- 4.2 Employees who are required to work on a designated holiday will be compensated for time worked under the terms of the Lieu Time Policy, plus one day's regular rate of pay or an alternate day off in lieu of the holiday.
- 4.3 Employees who are on acting assignments for three continuous months or more are paid for designated holidays and floating holidays at the compensation rate of their acting positions.

Contact

Director, Human Resources

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- 2.4 These are in addition to the ~~two days~~ **one day** off in lieu of Remembrance Day ~~and National Day for Truth and Reconciliation.~~

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