



CALCULATING STATUTORY PAY

There are 10 statutory holidays in British Columbia. Hourly paid employees may be entitled to additional compensation based on qualifying factors:

- **An employee must be employed for a minimum of 30 calendar days prior to a stat holiday**
- **An employee must work a minimum of 15 shifts in the 30 days prior to a stat holiday**
- **An employee must work at least one day after the stat holiday**

Once an employee qualifies, they will receive what is essentially an average day's pay in addition to the hours actually worked. This is calculated by dividing the total hours worked by the number of shifts worked in the 30 days leading up to the stat holiday. In addition, if the employee works on the stat holiday itself, they will receive 1.5 times their regular hourly rate of pay for the hours worked.

The Stat Calculation Worksheet will automatically calculate each employee's stat pay, as well as determine eligibility.

Step 1:

Once you receive the Stat Calculation Worksheet, you will need the timecards that cover all days up to 30 days prior to the stat holiday. Fill in the names of all hourly employees on the first column of the Stat Worksheet, *except for employees who's first day worked was after the qualifying date.*

| Name |
|----------------|
| Steve Jones |
| Mary Smith |
| John Barber |
| Kelly McDonald |

Step 2:

For each employee, enter the number of hours worked and shifts worked for the dates indicated in each column. Do not include any overtime hours, unless they are hours worked on a previous stat day. For example, if an employee worked one day for 8 hours regular plus 30 minutes of overtime, only include the first 8 hours.

| Name | Hours worked DEC 2-15 | # of shifts worked DEC 2-15 | Hours worked DEC 15-31 | # of shifts worked DEC 15-31 |
|-------------|--------------------------|--------------------------------|---------------------------|---------------------------------|
| Steve Jones | 8 | 2 | 15 | 3 |
| Mary Smith | 75 | 10 | 56 | 7 |

Step 3:

Once you have entered all hours and shifts for each employee, you will see the last column of the Stat Worksheet display the "STAT HOURS." This is their average day's pay. **If the number is 0, then that employee has not worked enough shifts to qualify for stat pay.** The total shifts worked will be less than 15.

| Total hours worked | Total # shifts | STAT HOURS |
|--------------------|----------------|------------|
| 23 | 5 | 0 |
| 131 | 17 | 7.7 |

Step 4:

Enter the stat hours from the last column of the Stat Worksheet into the “STAT HOURS” column on the SUMMARY page of the Timecards of the pay period in which the stat holiday occurs.

| | | |
|-----------|-------|-------|
| 01-Dec-15 | STAT | STAT |
| Stat Pay | HOURS | TOTAL |
| Request? | | \$ |
| | 0.00 | 0.00 |
| | 7.70 | 87.78 |

Step 5:

When entering the hours worked in the timecards for the stat day itself, you will enter the hours in either the “REG” column or “O/T” column, depending on these factors:

- If the employee was hired less than 30 days prior to the stat holiday, and they are working on the holiday itself, they are paid regular hours
- If the employee does not qualify for stat pay (the number is 0 for their stat hours calculation), and they are working on the holiday itself, they are paid regular hours
- If the employee does qualify for stat pay, and they are working on the holiday itself, their entire shift is overtime – enter their hours worked in the “O/T” column

| | |
|-----------|------|
| 01-Jan-16 | |
| REG | O/T |
| 5.00 | 7.50 |

This person did not qualify for stat →

← This person did qualify for stat

Additional Notes:

- Stat pay and overtime pay on the holiday are two separate items. An employee could receive stat pay, but no overtime pay, because they did not work on the stat holiday itself.
- You may have heard that stat holidays mean everyone gets “a day off with pay.” That is essentially true, however because staff are paid hourly, this calculation method is used to determine an average day’s pay. In addition, an employee who normally works 5 days per week is not required to take an extra day off. They will still be paid for the days worked *plus* the stat pay – in essence they may be working 5 days and paid for 6, or working 4 days and paid for 5 etc.
- You may not purposely schedule any employee for extra shifts in order to help them qualify for stat pay. This is financially irresponsible and also considered favouritism.
- Managers are responsible for controlling their cost of labour. Whenever possible, schedule people who do not qualify for overtime rate on the stat day itself. It is easy enough to calculate ahead if a person will qualify or not – if they work 3 shifts per week or less, they will not qualify.
- The Stat Calculation Worksheet can be completed as early as the stat day itself. You do not need to wait until the end of the payperiod to complete it (unless the stat is at the end of the payperiod of course).
- The completed Stat Calculation Worksheet must accompany the timecards for the pay period in which the stat occurs. Always double check your entries before submitting!!

Statutory Pay for Salaried Managers:

- Salaried managers do not receive stat pay, however they are entitled to an extra day off with pay. Essentially, for each stat a manager will work 4 days instead of 5 and still be paid regular salary.
- A salaried manager does not need to take the day off on the stat day itself. In fact it is preferable to work on the stat day and take a different day of in lieu in order to minimize the amount of overtime paid to hourly staff. The extra day off could even be taken the week prior to or after the stat.
- Salaried managers do not receive overtime pay, even if working on the stat holiday.

The 10 statutory holidays in BC are:

| | | | | |
|----------------|------------|------------------|-----------------|---------------|
| New Year's Day | Family Day | Good Friday | Victoria Day | Canada Day |
| BC Day | Labour Day | Thanksgiving Day | Remembrance Day | Christmas Day |