Contractor Public Holiday Compliance Checklist

Date: _____

To: _____

From: _____

Checklist Items

1. Review of Applicable Public Holiday Laws and Regulations
2. Confirmation of Employee Eligibility for Public Holiday Benefits
3. Verification of Planned Work Hours on Public Holidays
4. Assessment of Overtime Payment Requirements
5. Documentation of Employee Notifications Regarding Public Holidays
6. Collection of Acknowledgment of Holiday Policies from Employees
7. Review of Past Public Holiday Compliance Records
8. Training Sessions for Management on Holiday Compliance

Signatory

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Contractor Representative

_____

Date