

12.14 Holiday Office Closures

Intent To authorize the closure of the Administration Office and Public Works shop for Holidays.

Policy

The administration office and public works will be closed on the following holidays:

New Years Day-if on a weekend the following Monday
Family Day
Good Friday
Easter Monday
Victoria Day
Heritage Day
Labour Day
Thanksgiving
Remembrance Day-if on a weekend, the following Monday.

Christmas Closures

December 24-
-if falls on a Tuesday through Thursday-the office will close at 1:00 p.m.
-if on a Friday, closed in lieu of December 25
-if on a Monday-the office will be closed
December 25
-if on a Saturday, closure on December 24 in lieu
-if on a Sunday, closed on December 27 in lieu
December 26
December 31-office closes at 1:00 p.m.