

Policy Name:	Holiday Closures
Policy No.:	Admin-01
Effective Date:	October 22, 2024
Supersedes Policy No:	12.14
Accountability:	CAO or Designate
Approver:	Council

Policy Statement

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

Guidelines

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
- Canada Day-if on a weekend, the following Monday
- Heritage Day
- Labour Day
- National Day of Truth and Reconciliation-if on a weekend, the following Monday
- Thanksgiving
- Remembrance Day-if on a weekend, the following Monday.
- Christmas Closures
 - December 24-
 - if on a Tuesday through Friday-the office will close at 1:00 p.m.
 - if on a Monday-the office will be closed
 - December 25
 - if on a weekend, closed on December 27th in lieu

December 26-if on a Monday to Friday

December 31-office closes at 1:00 p.m.