

Municipality of West Elgin

Schedule “A” to By-Law #2020-65

Policy #2020-09 Christmas Office Hours Policy

Effective Date: **September 24, 2020**

Review Date:

Policy Statement

This policy establishes the Office Hours for Christmas Period for the Municipal Office

Policy

In accordance with Policy HR-1.7, Christmas Day, Boxing Day and New Year’s Day are paid holidays.

In accordance with HR-1.7, full time employees are granted one half paid holiday on December 24th of each year.

In accordance with HR-1.7, where a paid holiday falls on a Saturday or Sunday, the next working day will be taken off.

In general, the office shall be closed from noon on December 24th until 8:30 a.m. on January 2nd.

Exceptions to above occur if New Year’s Day falls on a Saturday or Sunday. In both of those cases the office would re-open on January 3rd.

Employees shall use vacation time or banked time for the days the office is closed (usually 3 days).

If required to attend the office during this time period, these days may be carried over to the next year.

Notification of the office closure shall be published on the Municipal Website, Social Media and in the Chronicle.

Responsibilities

CAO/Treasurer shall ensure this policy is followed