



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-12-02
Subject: Office Christmas Closure

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Office Christmas Closure; and

That West Elgin Council hereby agrees to allow the variance from policies for the 2021 Christmas Holidays.

Purpose:

The purpose of this report is to provide Council with an update on the Office Closure for the Christmas Holiday in accordance with Policy 2020-09 and HR 1.7 Paid Holidays.

Background:

In 2021 New Year's Day (January 1) falls on a Saturday and I would like to propose that staff be granted December 31, 2021 as the stat day for January 1 and then have staff return to the Office on January 3rd. This allows a full week of work once back and requires staff only use 2 vacation days for the Christmas office closure. This same approach is being done in Southwold and would benefit staff and the public alike.

Policies/Legislation:

Human Resources Policy 2020-09 – Christmas Office Hours Policy
Human Resources Policy HR 1.7 – Paid Holidays