

HALDIMAND COUNTY

POLICY No. 2003-04

Subject: Christmas Office Closure

Purpose:

To specify that the Haldimand County administration buildings and offices will close at 3 p.m. on Christmas Eve and be closed on the non-statutory days between Christmas Day and New Year's Day.

Policy:

In order to permit the closure of the administrative buildings and offices during the time period between Christmas Day and New Year's Day, affected staff will be allowed to use vacation, banked flex time, banked overtime or a combination thereof. Affected staff wishing to take this time off without pay will be granted permission to do so without having to make a request for a leave of absence.

Regardless of how the employee wishes to take the time off, he/she shall advise his/her Manager or Supervisor using a time off request form by December 1st. If a staff member is called in on an emergency basis, he/she will receive the equivalent time off at straight time at a later date or in accordance with the provisions of the Collective Agreement.

Affected staff working on Christmas Eve day will code their payroll timesheets for 7/8 regular hours and staff who are authorized, by their Manager/Supervisor, to be off on Christmas Eve day will code their payroll timesheets for 7/8 hours using vacation, banked flex time, banked overtime or a combination thereof.

Proper notification to the public through the print media and posted notices at all the administrative buildings shall be done prior to the closing.

Note:

Certain services would remain operational during the above closure period, i.e. Grandview Lodge, paramedics, "outside" workers in the Public Works Department, as well as applicable Community and Leisure Services staff (i.e. arenas). Administrative/management staff should be available to report to work should an emergency situation arise.

Topical Index	Administration
Policy Number	2003-04
Short Title	Christmas Closure Policy
SMT Approval Date	February 20, 2003
Council in Committee	March 3, 2003 Recommendation # 16
Council Approval Date	March 10, 2003 Resolution # 54-03
Originating Department	CS-HR-05-2003
Revisions	References to Physical Services Department renamed to Public Works Department as per Report PS-GM-04-2008 approved by Council December 1, 2008