



POLICY No. 2003-04

Christmas Closure Policy

Originating Department CS-HR-05-2003

SMT Approval: 2003-02-20

Council in Committee: 2003-03-03

Recommendation #: 16

Council Approval: 2003-03-10

Resolution #: 54-03

Revision History: [Click here for revision history](#)

1. 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.

2. 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

3. 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.

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
PS-GM-04-2008	Date	Rec#	1-Dec-08	Res#	References to Physical Services Department renamed to Public works Department
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	