

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:
Christmas Closure of Municipal Office

SUBJECT:
Christmas Hours

POLICY SECTION:
C

POLICY NO:
3

EFFECTIVE DATE: December 12, 2012
REVIEWED: Feb 15, 2023

ENACTED BY:
Resolution, By-Law 23-17

Municipal offices will be closed to the public for normal administrative business between Christmas and New Years each year. Required operations (e.g., fire, water etc.) continue to function and are staffed as needed.

Staff, with the exception of the landfill attendant, will not be required to work and will take the full week off between Christmas and New Years as a result of the closure, may do so using vacations days, floating holidays, unpaid days, etc.

In accordance with the *Employment Standards Act*, employees are required to work the last scheduled day before the statutory holiday and the first scheduled day after the statutory holiday.