



2 King St. E., P. O. Box 70, St.-Charles, ON P0M 2W0

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## CHRISTMAS & NEW YEAR'S POLICY

### Policy Record

<b>Policy No.:</b> HR-XXX	<b>Effective Date:</b>
<b>Replaces:</b> N/A	<b>Last Review Date:</b>
<b>Approval:</b> Res. 202X-XXX	<b>Next Review Date:</b>
<b>Reference:</b> N/A	

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### Intent

To standardize Christmas and New Year's operating hours.

### Policy

1. Full-time and permanent part-time staff will be credited two (2) hours to be taken at the end of day for both Christmas Eve (December 24<sup>th</sup>) and New Years Eve (December 31<sup>st</sup>) with the following conditions:
  - Applies only to staff that are scheduled to work on December 24<sup>th</sup> and 31<sup>st</sup>. Normal start time are not to change unless the Department Head authorizes it.
  - Scheduled for a regular shift.
  - Where work requirements do not permit staff to leave early, they will be credited equal time off for time worked to the end of their regular shift.
  - The credited time will be able to be taken off at a later date mutually agreed upon between the employee and their direct supervisor

2. The Chief Administrative Officer (CAO) has the authority to close the office between Christmas and New Years Day with the following conditions:
  - Emergency contact numbers are posted online, voicemail and publicly at the Municipal Office.
  - Permission to close has been granted by Service Ontario.
  - No urgent matters have been noted to be completed or addressed.
  - The majority of the office staff must agree to schedule.
  - Operations must maintain minimum operating requirements for snow removal and other municipal services.
- 3.
4. All staff are to be given a copy of this Policy.

### **Policy Review**

The Municipality of St.-Charles will review this Policy within four (4) years of the date of the last review.

Dated at St.-Charles, Ontario, this \_\_\_\_\_ day of XXX, 202X.

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Paul Branconnier  
Mayor

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Tammy Godden  
Clerk