



To: All Staff
From: Chris Nutt, Director, Staff Relations
Subject: December/January Holiday Schedule – 2016/2017
Date: 13 October 2016

The purpose of this memo is to assist departments in planning staffing requirements during the December/January holiday period. It may be necessary for some departments to operate during this period; staff members who are expected to report to work will be advised prior to the closure. Departments will be provided with a separate memo detailing how to process holiday pay during this period.

December/January holiday schedules for those covered by Collective Agreements with UNIFOR or OPSEU should be posted within the appropriate departments.

The following days comprise the 2016/2017 December/January holiday closure:

- Friday, December 23, 2016
- Monday, December 26, 2016
- Tuesday, December 27, 2016
- Wednesday, December 28, 2016
- Thursday, December 29, 2016
- Friday, December 30, 2016
- Monday, January 2, 2017

The University will close at the end of the day on Thursday, December 22, 2016 and will re-open on Tuesday, January 3, 2017.

ADDITIONAL DETAILS:

- For Regular Full Time and Temporary Full Time Employees required to work during the December/January holiday period, please refer to your employment agreement or HR policy 502 for information regarding pay.
- With respect to employees whose work schedule involves shifts outside the standard Monday to Friday work week, or who work variable hours of work on a daily basis, please refer to the applicable employee agreement or HR policy 502.
- Employees may be required to utilize accrued vacation or lieu time during the 2016/2017 holiday period. Please refer to the provisions of the applicable employee agreement or HR policy 502 for further clarification.
- Part Time employees will be paid in accordance with the *Employment Standards Act, 2000*.

If you have any questions regarding this memo, please contact your Human Resources Consultant.

PLEASE REMOVE THIS BULLETIN ON JANUARY 3, 2017