



Figure 1 - U of G logo

**To: All Staff**  
**From: Chris Nutt, Director, Staff Relations**  
**Subject: December/January Holiday Schedule - 2017-2018**  
**Date: August-15-17**

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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 2017/2018 December/January holiday closure:

- Monday, December 25, 2017
- Tuesday, December 26, 2017
- Wednesday, December 27, 2017
- Thursday, December 28, 2017
- Friday, December 29, 2017
- Monday, January 1, 2018

The University will close at the end of the day on Friday, December 22, 2017 and will re-open on Tuesday, January 2, 2018.

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#### **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.
- For employees covered by the Collective Agreement with CUPE Local 1334 Unit 0 and UGFSEA Unit 1, Friday, December 22, 2017 will be in lieu of Christmas Eve Day.
- 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 2017/2018 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](#).

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**PLEASE REMOVE THIS BULLETIN ON JANUARY 2, 2018**