



HUMAN RESOURCES

To: All Staff

From: Lydia Bay, Director, Human Resources (Staff Relations)

Subject: December/January Holiday Schedule – 2021/2022

Date: September 16, 2021

The purpose of this memo is to assist departments in planning for 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 CUPE Local 1334, OPSEU, UGFSEA, or UNIFOR should be posted within the appropriate departments.

The following days comprise the 2021/2022 December/January holiday closure:

- Friday, December 24, 2021
- Monday, December 27, 2021
- Tuesday, December 28, 2021
- Wednesday, December 29, 2021
- Thursday, December 30, 2021
- Friday, December 31, 2021
- Monday, January 3, 2022

The University will be closed on Friday December 24th, 2021 and will re-open on Tuesday, January 4, 2022.

ADDITIONAL DETAILS:

- For Regular Full Time and Temporary Full Time employees required to work during the December/ January holiday period, please refer to your [employee group 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 group agreement](#) or [HR policy 502](#).
- Part Time employees will be paid in accordance with the provisions of 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 4, 2022