

To: All Staff
From: Erin Detlor, Director, Human Resources (Staff Relations)
Subject: December/January Holiday Schedule – 2026/2027
Date: September 15, 2026

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 2026/2027 December/January holiday closure:

Thursday, December 24, 2026	Wednesday, December 30, 2026
Friday, December 25, 2026	Thursday, December 31, 2026
Monday, December 28, 2026	Friday, January 1, 2027
Tuesday, December 29, 2026	

The University will be closed on Thursday, December 24, 2026 and will re-open on Monday, January 4, 2027.

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, 2027