

To: All Staff
From: Erin Detlor, Director, Human Resources (Staff Relations)
Subject: December/January Holiday Schedule – 2025/2026
Date: September 2, 2025

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 2025/2026 December/January holiday closure:

Wednesday, December 24, 2025	Monday, December 29, 2025
Thursday, December 25, 2025	Tuesday, December 30, 2025
Friday, December 26, 2025	Wednesday, December 31, 2025
Saturday, December 27, 2025	Thursday, January 1, 2026
Sunday, December 28, 2025	

The University will be closed on Wednesday, December 24, 2025 and will re-open on Friday, January 2, 2026.

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 2, 2026