

Type of Decision									
Meeting Date	Friday, April 1, 2011				Report Date	Thursday, March 17, 2011			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Office Hours – Christmas Holidays Schedule Report 01/04/10/1102									

Subject: Review of Christmas holiday work policy.

RECOMMENDATION: That this resolution be adopted as per direction of Council.

WHEREAS annually office staff have requested to have the office closed on Christmas Eve to allow them to spend more time with family as work demands are low during the entire holiday period;

AND WHEREAS over the past 4 years Council has agreed to allow staff to close the office either early or for the entire day and make up the time through vacation or time in lieu at no additional cost to ratepayers;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree that when Christmas Eve falls on a regularly scheduled work day, that the Municipal office may be closed on Christmas Eve providing staff have sufficient vacation time to cover absences and work demands allow;

AND FURTHER THAT for the same reasons and under the same circumstances, the Municipal office may also be closed on New Year's Eve.

BACKGROUND/EXECUTIVE SUMMARY: Self explanatory. Office demands are low as most provincial and association offices are closed for the entire two week period. Allowing for the office to be closed simply extends the time that employees have to celebrate the holidays. Since time is either vacation or made up, there are no additional costs. Outside demand during this time period is almost non-existent.

For 2011, neither of these days falls during the work week.

Financial Implications/Budget Impact: None.

Policy Impact: Creates new policy.

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

Melinda Reith