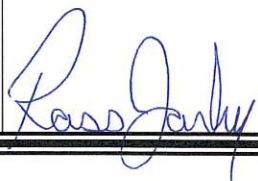


The Rural Municipality of Elton

REFERENCE:	Office	AUTHORITY:	Council
SUBJECT:	Office Closure at Christmas	EFFECTIVE DATE:	September 11, 2018
ADOPTED BY RESOLUTION NO. & DATE:	2018-260 September 11, 2018	NUMBER OF PAGES:	1
AMENDED BY RESOLUTION NO. & DATE:		REEVE'S SIGNATURE FOR APPROVAL	

POLICY DESCRIPTON:

Whereas the office has been closed during the Christmas period since 1988 for vacation purposes, with no operational concerns arising;

Council of the Rural Municipality of Elton hereby establishes the following regarding office closure at Christmas:

- The office will be closed for up to six business days including Statutory Holidays (being Christmas Day, Boxing Day and New Year's Day) over the Christmas Season.
- If a Statutory Holiday falls on a Saturday or Sunday, the next business day(s) will be given off in lieu of.
- Where the scheduled closure results in only one day (or part day) that needs to be worked due to how the Statutory Holidays fall during a week, Council may approve permitting one additional day for the closure such as:

2018 – Calendar would result in working Monday, December 24 or Monday, December 31, with closure on following days.

Furthermore, office staff have the following two pay options during the office closure for days other than Statutory Holidays:

- Use accumulated vacation time, or
- Take the time off without pay and not use accumulated vacation time.