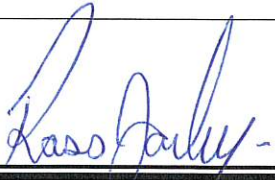


The Rural Municipality of Elton

REFERENCE:	Office	AUTHORITY:	Council
SUBJECT:	Office/Public Works Christmas & New Year Hours	EFFECTIVE DATE:	September 11, 2018
ADOPTED BY RESOLUTION NO. & DATE:	2018-260 September 11, 2018	NUMBER OF PAGES:	2
AMENDED BY RESOLUTION NO. & DATE:	2019-038 February 12, 2019	REEVE'S SIGNATURE FOR APPROVAL	

POLICY DESCRIPTION:

Whereas Council of the Rural Municipality of Elton (Elton) has requested clarification of employee hours over Christmas and New Year's (Christmas Season);

And Whereas due to the time of year, many offices are closed or working with reduced staff and the Elton office has been closed during the Christmas period since 1988 for vacation purposes with no operational concerns arising and typically, public works does not have many pressing items at this time unless there is a winter storm;

Therefore be it resolved that Elton hereby establishes the following regarding office and public works hours during the Christmas Season:

Statutory Holidays

- If a Statutory Holiday falls on a Saturday or Sunday, the next business day(s) will be given off in lieu of.

Office

- 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. Office staff retains the right to work their usual hours during this time period, in which case the office will remain open for normal operations.
- 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.

Public Works

- Public works employees may request approval from Council to be closed over the Christmas Season. Any approval for closure shall be subject to provisions of the Elton Employee Agreement whereby patrol operators are available for snow plowing during winter months.

Employee Pay

- All employees have the following three pay options during the office and public works closure for days other than Statutory Holidays:
 - Use accumulated vacation time, or
 - Use accumulated banked overtime, or
 - Take the time off without pay.