

POLICY STATEMENT AND REGULATIONS

Number 800.14

CHRISTMAS CLOSURE POLICY (ALL EMPLOYEES)

POLICY STATEMENT

The District of Summerland offices will be closed during the Christmas season.

REGULATIONS

1. The District of Summerland Municipal Hall, Recreation and Public Works offices will remain closed to the public between Christmas and New Years' Day. Employees may take vacation, accumulated time off, banked time or leave without pay during this closure.
2. Recreation facilities will continue operation, as scheduled.
3. Outside crews will be required to provide essential services during this time. If crew members are required during regular working hours, sufficient employees will be called back to work at regular pay.
4. Tax and utility bill payments received on the first working day following the Christmas closure will be credited as December 31, for the purpose of calculating interest or penalties.
5. Notice of the office closure shall be placed in the local paper one week prior and posted on the District's website and notice board.

Adopted: November 10, 2014