

Winter Closing

Policy

The normal operations of the University close down over the Winter Closing period, with only designated essential services running. The University allows staff members the full time off between December 25th and January 1st inclusive, without loss of salary.

The actual dates of the closure (normal working days) will be determined by the University. In general, the dates of the closing will be in accordance with the day of the week upon which December 25th falls, according to the following guideline:

If December 25th is...	The normal week off is...
Sunday	December 26, 27, 28, 29, 30 and January 2
Monday	December 25, 26, 27, 28, 29 and January 1
Tuesday	December 24, 25, 26, 27, 28, 31 and January 1
Wednesday	December 25, 26, 27, 30, 31 and January 1
Thursday	December 25, 26, 29, 30, 31, January 1 and 2
Friday	December 25, 28, 29, 30, 31 and January 1
Saturday	December 27, 28, 29, 30, 31

Procedure

This policy applies to continuing, term and contract positions. Casual employees do not qualify.

1. Where an employee is required to work on any of the days they normally would have worked, (other than December 25th, December 26th, and January 1st) they will be paid time and one half for the hours worked, in addition to their regular salary. Alternately, where operational requirements permit, an employee may choose to be compensated by taking the time and one half as lieu time, at a mutually convenient time to the Employer and the employee. Decisions regarding which of these two options will be chosen, should be reached between the Department and the employee prior to the observed holiday.
2. Where an employee is required to work on December 25th, December 26th, or January 1st, they will be paid in accordance to the Observed Holiday policy.
3. Should an employee be scheduled to work on a regular off day during this shut down period, they will receive payment under the Overtime policy.
4. When December 24th falls on a normal working day, regularly scheduled hours will cease at noon that day. However, should December 24th fall on a Monday, the full day off will be granted.
5. When January 1st falls on a Thursday, Friday January 2nd will be granted as an additional day off.