



OFFICE CLOSURE FOR YEAR END PROCEDURES POLICY
General Government Policy # 003

POLICY STATEMENT

To provide a method to assist the Municipality of Boissevain-Morton’s Chief Administrative Officer and administrative staff with the completion of year-end financial procedures following the December 31st year end each year.

SCOPE

This policy affects the Chief Administrative Officer and all municipal administrative staff of the Municipality of Boissevain-Morton Office.

PROCEDURES

The Municipality of Boissevain-Morton Office will be closed to the public on the first two regular work days, not including Statutory Holidays, following January 1st of each year. In the case in where January 1st falls on a weekend, the first day of the following week will be recognized as a Statutory Holiday and the Municipal Office will remain closed. Administrative staff will be expected to work on the two days that the office is closed to the public in order to assist with the completion of year end procedures, unless the Chief Administrative Officer has approved a request for leave for a staff member.

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