



CHRISTMAS SEASON OFFICE HOURS POLICY
Human Resources Policy # 002

POLICY STATEMENT

To provide a method to establish the policy for hours of working during the Christmas Holiday Season for administrative staff of the Municipality of Boissevain-Morton.

SCOPE

This policy affects the Chief Administrative Officer and all permanent administrative staff in the Municipal Office employed by the Municipality of Boissevain-Morton.

PROCEDURES

When Christmas Eve (December 24th) and New Year's Eve (December 31st) fall on a weekday, the aforementioned administrative staff are authorized to take the afternoon off with pay and the office be open until 12:00pm. In the case of Christmas Eve and/or New Year's Eve falling on a weekend, this policy will subsequently take place on the following Monday.

Policy Title:	Christmas Season Office Hours Policy	Total Pages	1
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Section:	Human Resources (HR)	Revised:	
Approved:	12-19-2019	Reviewed:	