



**To:** All Staff  
**From:** Chris Nutt, Director, Human Resources (Staff Relations)  
**Subject:** December/January Holiday Schedule – 2018/2019  
**Date:** August 13, 2018

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The purpose of this memo is to assist departments in planning for staffing requirements during the December/January holiday period. It may be necessary for some departments to operate during this period; staff members who are expected to report to work will be advised prior to the closure. Departments will be provided with a separate memo detailing how to process holiday pay during this period.

December/January holiday schedules for those covered by Collective Agreements with UNIFOR or OPSEU should be posted within the appropriate departments.

The following days comprise the 2018/2019 December/January holiday closure:

- Monday, December 24, 2018\*
- Tuesday, December 25, 2018
- Wednesday, December 26, 2018
- Thursday, December 27, 2018
- Friday, December 28, 2018
- Monday, December 31, 2018
- Tuesday, January 1, 2019

**The University will be closed on Monday, December 24, 2018 and will re-open on Wednesday, January 2, 2019.**

\* Day declared closed by the University President. Please refer to the applicable [employee group agreement](#) or [HR policy 502](#) for details.

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**ADDITIONAL DETAILS:**

- For Regular Full Time and Temporary Full Time employees required to work during the December/January holiday period, please refer to your [employee group agreement](#) or [HR policy 502](#) for information regarding pay.
- With respect to employees whose work schedule involves shifts outside the standard Monday to Friday work week, or who work variable hours of work on a daily basis, please refer to the [applicable employee group agreement](#) or [HR policy 502](#).
- Part Time employees will be paid in accordance with the provisions of the [Employment Standards Act, 2000](#).

If you have any questions regarding this memo, please contact your [Human Resources Consultant](#).

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**PLEASE REMOVE THIS BULLETIN ON JANUARY 2, 2019**