



HUMAN RESOURCES

To: All Staff
From: Chris Nutt, Director, Human Resources (Staff Relations)
Subject: December/January Holiday Schedule – 2020/2021
Date: September 9, 2020

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 the UGFSEA, CUPE Local 1334, UNIFOR or OPSEU should be posted within the appropriate departments.

The following days comprise the 2020/2021 December/January holiday closure:

- Friday, December 25, 2020
- Monday, December 28, 2020
- Tuesday, December 29, 2020
- Wednesday, December 30, 2020
- Thursday, December 31, 2020
- Friday, January 1, 2021

The University will be closed on Friday December 25th, 2020 and will re-open on Monday, January 4, 2021.

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](#).

PLEASE REMOVE THIS BULLETIN ON JANUARY 4, 2021