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# Town of Mulgrave

## Holiday Office Hours Policy

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**Title:**

1. This Policy is entitled the “*Holiday Office Hours Policy*”.

**Purpose:**

2. The purpose of this policy is to provide direction to staff on the hours of operation for Town Hall during the period between Christmas Eve and New Years Day.

**Interpretation**

3. It is the policy of the Town of Mulgrave that Town Hall remains open during the regular business days between Christmas Eve and New Years Day. Where it is understood that this is typically a time of low demand on Town operations and staff typically save vacation days for this period, it will be required that at least one employee, as determined by the Chief Administrative Officer, will be present to ensure Town Hall remains open.

4. For any requests of time off in excess of the dates beyond regularly scheduled holidays during this time, employees will be required to use personal vacation days in accordance with the Town’s Vacation Policy.

5. Since certain public works facilities such as the Water Treatment Facility and the Sewage Treatment Plant are in constant operation. Council hereby delegates authority to the Chief Administrative Officer to approve work arrangements for the staff of the Public Works Department during the period between Christmas Eve and New Years Day in consultation with the Superintendent of Public Works.

**Certification for Town of Mulgrave Policy & Procedures Manual:**

Date of notice to Council Members of Intent to Consider [**7 Day minimum**]: November 24, 2008

Date of Passage of Current Policy: January 5, 2008

I certify that this *Holiday Office Hours Policy* was adopted by Council as indicated above.

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**Municipal Clerk**

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**Date**