

	POLICY	No.	1.9
	WINTER OFFICE CLOSURE	Effective Date	November 26, 2024
		Revision Letter	A
		Council Approval	2024-21-05

1.0 PURPOSE

- 1.1. Due to low service activity and high rate of Time Off Requests during the winter holidays around the end of December, the District, at the Chief Administrative Officer's discretion, may close the Municipal Office for up to five business days around the statutory holidays of Christmas Day, Boxing Day, and New Years Day.

2.0 SCOPE

- 2.1. This policy applies to all Administrative Employees.

3.0 DEFINITIONS

- 3.1. **Administrative Employees** means employees whose designated workplace is the Municipal Office.
- 3.2. **Council** means the Council of the District.
- 3.3. **District** means the District of Fort St. James.
- 3.4. **Municipal Office** means the District Office located at 477 Stuart Drive West.
- 3.5. **Time Off Request** means a formal request submitted by an employee to their manager, using the approved form, to document and seek approval for vacation, leave, or other absences from work.

4.0 POLICY

- 4.1. The Chief Administrative Officer may close the Municipal Office in accordance with the following guidelines:

If Christmas Day Falls on:	The Municipal Office Closure Shall Be:
Sunday	December 26, 27 , 28, 29, 30, January 2
Monday	December 25, 26 , 27, 28, 29, January 1
Tuesday	December 24, 25, 26 , 27, 28, 31, January 1
Wednesday	December 23, 24, 25, 26 , 27, 30, 31, January 1
Thursday	December 24, 25, 26 , 29, 30, 31, January 1, 2
Friday	December 24, 25, 28 , 29, 30, 31, January 1
Saturday	December 24, 27, 28 , 29, 30, 31, January 3
Note: Statutory Holidays are in bold font	

- 4.2. The District's Administrative Employees may take time off when the Municipal Office is closed pursuant to Section 4.1 of this Policy and in accordance with the Collective Agreement.
- 4.3. Administrative Employees shall submit a Time Off Request to their manager no later than December 15 of each calendar year for the dates the Municipal Office is closed.
- 4.4. Administrative Employees without sufficient time off balances shall report to work as normal.
- 4.5. The closure of the Municipal Office shall be advertised on the District's website, Facebook, Bulletin boards, and Digital Board.

5.0 RESPONSIBILITIES

- 5.1. It is the responsibility of Administrative Employees to submit their Time Off Requests in accordance with this policy.
- 5.2. It is the responsibility of the Chief Administrative Officer to administer this policy.
- 5.3. It is the responsibility of Council to approve this policy.

6.0 DOCUMENT APPROVALS

Role	Position	Name of Approver	Date Approved
Owner	Chief Administrative Officer	Rachelle Willick	November 20, 2024
Reviewer	Corporate Officer	Alexander Bihori	November 21, 2024
Final Approver	Mayor and Council	Martin Elphee	November 26, 2024

7.0 REVISION HISTORY

Effective Date	Rev Letter	Document Author	Description of Change
November 26, 2024	A	Rachelle Willick	Initial Release