

Category: Human Resources

Subject: Christmas Closure

Purpose

The City of Penticton offices will be closed December 24 to the first business day following New Year’s Day in the years 2020 to 2023.

Scope

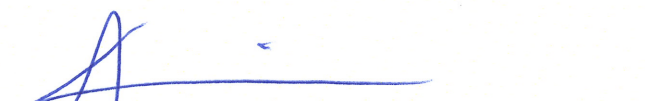
This policy applies to City of Penticton staff except those who provide essential and certain recreational services.

Policy Statement

1. City Hall, Library/Museum and Public Works offices will be closed to the public December 24 to the first business day following New Year’s Day.
2. Recreation facilities will continue operations with a modified schedule.
3. Employees will take vacation, banked time off or leave without pay during the closure. Exceptions to these options will be managed by the Human Resources Department.
4. Tax and utility bill payments received before the first working day following the Christmas closure will be credited as December 31, for the purpose of calculating interest or penalties.
5. Notice of the office closure will be advertised in the newspaper, website and social media at least ten (10) days in advance of the closure.

Approval History			
Previous revisions/replaces: n/a			
Approved by Council on:	August 18, 2020	Resolution No.:	255/2020

Certified Correct:



 Angie Collison, Corporate Officer