






Subject: **2023 Christmas Closure**
 Meeting Date: Tuesday, November 14, 2023
 Prepared By: Carolyn Van der Kuil, Legislative Services Coordinator
 Presented By: Carolyn Van der Kuil, Legislative Services Coordinator

RECOMMENDED MOTION:

That Council receive the report for the 2023 Christmas Closure for information.

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

RELEVANT LEGISLATION:

Provincial (cite)- N/A
 Council Bylaw/Policy (cite)- Human Resource Policy

BACKGROUND/PROPOSAL:

According to Kneehill County’s Human Resource Policy:

12.5 Most County business shall close between Christmas Day and New Year’s Day. EMPLOYEES will be required to use their personal days or vacation time for this period and will be responsible for informing their SUPERVISOR of their choice.

And

12.1 The following days shall be recognized as holidays and all eligible employees shall be entitled to the holidays specified, namely:

New Year’s Day, Victoria Day, Thanks Giving Day, Family Day, Canada Day, Remembrance Day, Good Friday, Heritage Day, Christmas Day, Easter Monday, Labour Day, Boxing Day.

And

12.3 When any of the above-noted holidays fall on a normal rest day or days, the following scheduled working day or days shall be deemed to be the holiday. If New Year’s Day falls on the weekend, then the Friday before shall be deemed the holiday.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Christmas Dates:

Sunday, December 24, 2023- Christmas Eve
 Monday, December 25, 2023- Christmas Day
 Tuesday, December 26, 2023- Boxing Day
 Monday, January 1, 2023- New Year’s Day





REQUEST FOR DECISION

In following the guidelines of the Human Resources Policy, Kneehill County will be closed Monday, December 25, 2023 through to Tuesday, January 2, 2024 at 8:30 a.m.

The Kneehill County transfer stations will remain open as usual, except for December 26, 2023, for the Boxing Day Statutory Holiday. On this day, Linden and Three Hills Transfer sites will be closed.

The garbage collection schedule for Hamlets will remain unaffected, and it will continue on its regular collection days without any disruption.

Stat holidays are outlined in red font and days highlighted in blue are days requiring the use of personal days.

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FINANCIAL & STAFFING IMPLICATIONS:

2023 Operating Budget

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)			
Tools:	Individual Notification	Other:	

ATTACHMENTS:

N/A

COUNCIL OPTIONS:

1. Receive for Information

FOLLOW-UP ACTIONS:

Advertise Christmas Closure on website, social media and office.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-

