



HUMAN RESOURCES

To: All Staff
From: Erin Detlor, Director, Human Resources (Staff Relations)
Subject: December/January Holiday Schedule – 2024/2025
Date: September 10, 2024

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

The following days comprise the 2024/2025 December/January holiday closure:

- Tuesday, December 24, 2024
- Wednesday, December 25, 2024
- Thursday, December 26, 2024
- Friday, December 27, 2024
- Monday, December 30, 2024
- Tuesday, December 31, 2024
- Wednesday, January 1, 2025

The University will be closed on Tuesday, December 24, 2024 and will re-open on Thursday, January 2, 2025.

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 2, 2025