



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: June 23, 2020

Report Number: CS-2020-18

Subject: 2021 December Holiday Schedule

Recommendations

It is recommended:

That the Tecumseh Town Hall Offices **close** for the 2021 December Holiday Season from Friday, December 24, 2021, through to Monday, January 3, 2022, when the offices reopen.

Background

Article 12.04 of the Collective Agreement between The Corporation of the Town of Tecumseh and CUPE 702.2 - Inside Full-time Staff (Collective Agreement) states that:

“If the Corporation intends to shut down its operations between Christmas and New Year’s, it shall advise the employees and the Union before May 1 of each year. In the event of such shutdown, the employees may choose to take non-holiday days as vacation, lieu time or unpaid leave.”

In prior years, Council has authorized the closing of the Tecumseh Town Hall Offices (Town Hall) from Christmas Eve through to and including New Year’s Day, subject to staff utilizing vacation, banked overtime, float, or unpaid leave days for any non-statutory holidays.

Approval of the 2021 December Holiday Schedule and Town Hall closure is being requested at this time to permit the 2021 Essex-Windsor Solid Waste Authority (EWSWA) Collection Calendar to include all holidays and the dates on which the Town Hall is closed. The EWSWA Calendar starts development in the fall of each year in order to be ready for distribution the following January.

The 2021 Council Meeting and Holiday Calendar is also being developed by the Corporate Services & Clerk's Department and will be the subject of a separate upcoming report to Council.

Comments

The following are paid holidays, in accordance with the Collective Agreement:

- Christmas Eve (Friday, December 24, 2021);
- Christmas Day (Saturday, December 25, 2021);
- Boxing Day (Sunday, December 26, 2021);
- New Year's Eve (Friday, December 31, 2021); and
- New Year's Day (Saturday, January 1, 2022).

The Collective Agreement states in Article 12.02:

"If a paid holiday falls on a Sunday, the holiday will normally be observed on the following Monday, and if a paid holiday falls on a Saturday, the holiday will normally be observed on the preceding Friday."

CUPE 702.2 has agreed to the Christmas Day holiday, which falls on a Saturday, being observed on the following Monday, December 27, 2021; and the Boxing Day holiday, which falls on a Sunday, being observed on the following Tuesday, December 28, 2021. They have also agreed to the New Year's Day holiday, which falls on a Saturday, being observed on the preceding Thursday, December 30, 2021, as the Friday is the New Year's Eve paid holiday.

In order to close Town Hall during the Christmas Holiday Season in 2021 from Friday, December 24, 2021, through to Monday, January 3, 2022, it will be necessary for staff to utilize one day of either vacation, banked overtime, float or unpaid leave, on Wednesday, December 29, 2021. The office would re-open on Monday, January 3, 2022.

The following table depicts the 2021 Holidays and observance days that have been described.

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
19	20 Office Open	21 Office Open	22 Office Open	23 Office Open	24 Christmas Eve	25 Christmas Day

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 Boxing Day	27 Paid Holiday Christmas Day	28 Paid Holiday Boxing Day	29 Office Closed	30 Paid Holiday New Year's Day	31 New Year's Eve	1 New Year's Day
2 Office Closed	3 Office Open					

Closing Town Hall during the Christmas and Holiday Season is appreciated by staff. Conflicts with vacation requests and schedules are also avoided. Notwithstanding the foregoing, staff may submit requests to their respective department Directors for consideration to other leave time around the holidays.

Advance notice of Town Hall closure during the December Holiday Season is given to the public through advertisements in the local newspapers, posted on the Town's website and through Social Media (Facebook and Twitter), and at each of the Town Hall entrances, as well as in the EWSWA Collection Calendar.

The telephone system is programmed to inform residents who may call during the holidays of emergency contact numbers for road, sewer or water problems.

Payments on overdue taxes can be made by automatic debit, telephone banking, post-dated cheques or left in the mail slot.

Residents have not complained or expressed concerns regarding the Town Hall closure during the December Holiday Season in prior years.

Consultations

CUPE Local 702
President and Vice-President

Financial Implications

There are no financial implications arising from this report.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☐

Website ☒ Social Media ☒ News Release ☒ Local Newspaper ☒

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Sue White
Administrative Assistant to Director Corporate
Services & Clerk

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None