



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: September 11, 2018

Report Number: CS-2018-24

Subject: 2019 December Holiday Schedule

Recommendations

It is recommended:

That the Tecumseh Town Hall Offices **close** for the 2019 December Holiday Season from Monday, December 23, 2019, through to and including Wednesday, January 1, 2020.

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 2019 December Holiday Schedule and Town Hall closure is being requested to permit the 2019 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 in the following January.

The 2019 Council Meeting and Holiday Calendar is also being developed by the Corporate Services & Clerk's Department.

Comments

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

- Christmas Eve (Tuesday, December 24, 2019);
- Christmas Day (Wednesday, December 25, 2019);
- Boxing Day (Thursday, December 26, 2019);
- New Year's Eve (Tuesday, December 31, 2019); and
- New Year's Day (Wednesday, January 1, 2020).

In order to close Town Hall during the Christmas and Holiday Season in 2019 from Monday, December 22, 2019 through to and including Wednesday, January 1, 2020, it will be necessary for staff to utilize three (3) days of either vacation, banked overtime, float or unpaid leave, on Monday, December 23, 2019, Friday, December 27, 2019 and Monday, December 30, 2019.

The following table depicts the 2019 Holidays and observance days which have been described.

December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23 Office Closed	24 Christmas Eve	25 Christmas Day	26 Boxing Day	27 Office Closed	28

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 Office Closed	31 New Year's Eve	1 New Year's Day	2	3	4

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 newspaper(s), posted on the Town's website, Tecumseh App, 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 702.2 (Inside Full-Time)
CUPE Local 702.5 (Inside Part-time)
President and Vice-President

Financial Implications

There are no financial implications arising from this report.

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input checked="" 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 the Town of 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 the Town 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:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

**Attachment
Number**

None

**Attachment
Name**

None