



The Corporation of the Town of Tecumseh

Chief Administrative Officer - People & Culture

To: Mayor and Members of Council

From: Michelle Drouillard, Director People and Culture

Date to Council: July 23, 2024

Report Number: CAO-PC-2024-06

Subject: December Holiday Schedule 2025

Recommendations

It is recommended:

That CAO-PC-2023-01 entitled “December Holiday Schedule 2025” be **received**;

And that the Tecumseh Town Hall Offices be closed for the 2025 December Holiday Season from Wednesday, December 24 through to and including Friday January 2, 2026.

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 2025 December Holiday Schedule and Town Hall closure is being requested at this time to permit the 2025 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 to be ready for distribution the following January.

Comments

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

- Christmas Eve (Wednesday, December 24, 2025)
- Christmas Day (Thursday, December 25, 2025)
- Boxing Day (Friday, December 26, 2025)
- New Year's Eve (Wednesday, December 31, 2025) and
- New Year's Day (Thursday, January 1, 2026).

Closing Town Hall during the Christmas Holiday Season in 2025 from Wednesday, December 24, 2025 through to Friday, January 2, 2026, requires staff to utilize three (3) vacation, banked overtime, float or unpaid leave for this period of time*.

The following table depicts the 2025/2026 Holidays and observance days that have been described.

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
Office Closed	Office Open	Office Open	Christmas Eve Day Office Closed	Christmas Day Office Closed	Boxing Day Office Closed	Office Closed

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

Closing Town Hall during the Christmas and Holiday Season is appreciated by staff. Conflicts with vacation requests and schedules are also avoided.

Advance notice of Town Hall closure during the December Holiday Season is given to the public through advertisements in the local newspaper, 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

Financial Implications

There are no financial implications arising from this report.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

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:

Michelle Drouillard, BA Hons., CHRL
Director People & Culture

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None