



2016 – 17 HOLIDAY SEASON CLOSURE

Okanagan College will be **closed to the public** during the holiday season beginning **Friday, December 23RD, 2016 at 3:00 pm**, and will **re-open** on **Tuesday, January 3RD, 2017**.

During the closure, the heating in the buildings will be set to low, therefore, if there are requirements for employees to work, Campus Planning and Facilities Management should be notified.

Employees may elect to work during the non-statutory holiday portion of this period, or employees may elect to submit a vacation or a leave request in accordance with the College’s processes. While some employees will be required to perform their assigned duties during the holiday period, the designated supervisor will assess all requests for leave or vacation against the operational requirements of the area. Also, Vocational Instructors may include CD/PD time if available for the days outlined below and if these days are submitted in the annual submission of PD/CD days. Please ensure that the following information is shared within your department.

2016

FRIDAY, DECEMBER 23RD

On the last normal working day prior to Christmas Day, departments may close at 3:00 pm.

WEDNESDAY, DECEMBER 28TH ■

Eligible **Support Staff floater day** (refer to Article 44 of the Support Staff Collective Agreement).

All other employees perform their assigned duties unless on approved leave.

MONDAY, DECEMBER 26TH and TUESDAY, DECEMBER 27TH ■

Statutory and paid holiday in recognition of Christmas Day and Boxing Day.

As Christmas Day falls on a Sunday, employees receive a day in lieu (on Monday, December 26th).

As Boxing Day falls on Monday, December 26th, employees receive a day in lieu (on Tuesday, December 27th).

WEDNESDAY, DECEMBER 28TH, THURSDAY, DECEMBER 29TH, AND FRIDAY, DECEMBER 30TH ■

All employees perform their assigned duties unless on an approved leave except.

Eligible Support Staff employees would take Wednesday, December 28th as a floater day. ■

2017

MONDAY, JANUARY 2ND ■

Statutory and paid holiday in recognition of New Year’s Day.

TUESDAY, JANUARY 3RD ■

Okanagan College is open for business and all employees perform their assigned duties unless on approved leave.

| Dec-16 | | | | | | |
|--------|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| | | | | 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 |
| Jan-17 | | | | | | |
| SUN | MON | TUE | WED | THU | FRI | SAT |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |