

# Policy

**Title:** OFFICE OPERATIONAL HOURS AND CLOSURES  
**Policy Number:** ADM-12-27 (Supersedes B33)  
**Effective Date:** November 15, 2023  
**Resolution:** 508-23  
**Department Responsible:** Administration  
**Supersedes Policy No:** NEW  
**Next Review Date:** November 15, 2026

## POLICY STATEMENT:

The purpose of the policy is to establish office closures aligned with the general holidays.

## DEFINITIONS:

“**General Holiday**” means a day that is a paid day off for employees, and at times is referred to as a statutory holiday.

“**Office Closure**” means a period during which the offices of the Municipal District of Lesser Slave River #124 (MDLSR) are closed.

## PRINCIPLE:

1. In accordance with the *Municipal Government Act*;  
201(1) A Council is responsible for  
(a) *Developing and evaluating the policies and programs of the municipality.*

## GENERAL STATEMENT

The Municipal District of Lesser Slave River #124 (MDLSR) supports their employee's wellness and work/life balance. MDLSR will ensure essential services are maintained as outlined in the Office Operational Hours and Closures Procedures.

1. Office Hours for the Municipal District of Lesser Slave River #124 are as follows:  
8:15 am to 12:00 pm – open  
12:00 pm to 1:00 pm – closed  
1:00 pm to 4:30 pm – open



2. Office Closures for the Municipal District of Lesser Slave River #124 are as follows:

- New Year's Day – January 1
- Alberta Family Day – 3<sup>rd</sup> Monday in February
- Good Friday – Varies with religious calendar
- Easter Monday – Varies with religious calendar
- Victoria Day – Monday immediately preceding May 25
- Canada Day – July 1\*
- Heritage Day – 1<sup>st</sup> Monday in August
- Labour Day – 1<sup>st</sup> Monday in September
- National Day for Truth and Reconciliation – September 30
- Thanksgiving Day – 2<sup>nd</sup> Monday in October
- Remembrance Day – November 11
- Christmas Day – December 25
- Boxing Day – December 26
- Remaining Days between Christmas Day and New Year's Day that aren't accounted in the above itemized Office Closure listing

3. Employees shall receive the period from December 25 to January 1 inclusive off with pay, utilizing general holidays, days recognized as general holidays, days designated general holiday, and office closure days.

4. The Chief Administrative Officer will have authorization to close the offices of the MDLSR if warranted.

\_\_\_\_\_  
" Original Signed"  
Chief Administrative Officer  
Barry Kolenosky

\_\_\_\_\_  
November 29, 2023  
Date

\_\_\_\_\_  
" Original Signed"  
Reeve  
Murray Kerik

\_\_\_\_\_  
November 29, 2023  
Date

SPECIAL NOTES/CROSS REFERENCE: Employment Standards Code, RSA 2000, CH E-9  
B33 Office Operational Hours and Closures Procedures

AMENDMENT DATE: November 15, 2023



# Procedure

**PROCEDURE TITLE:** Office Operational Hours & Closures

**PROCEDURE NO.:** B33

**RESOLUTION:** 509-23

**EFFECTIVE DATE:** November 15, 2023

**DEPARTMENT RESPONSIBLE:** Administration

**NEXT REVIEW DATE:** November 15, 2026

## GENERAL GUIDELINES:

To establish procedures for Office Operational Hours and Closures

## DEFINITIONS:

**Office Closure:** Means a period during which the offices of the Municipal District of Lesser Slave River #124 are closed as outline in the Office Operational Hours and Closure Policy.

## PROCEDURE:

1. Office operational hours as outline in the Office Operational Hours and Closure Policy are as follows:

8:15 am to 12:00 pm – open  
12:00 pm to 1:00 pm – closed  
1:00 pm to 4:30 pm – open

2. Office closures as outlined in the Office Operational Hours and Closure Policy are as follows:

New Year's Day – January 1  
Alberta Family Day – 3<sup>rd</sup> Monday in February  
Good Friday – Varies with religious calendar  
Easter Monday – Varies with religious calendar  
Victoria Day – Monday immediately preceding May 25  
Canada Day – July 1\*  
Heritage Day – 1<sup>st</sup> Monday in August  
Labour Day – 1<sup>st</sup> Monday in September  
National Day for Truth and Reconciliation – September 30  
Thanksgiving Day – 2<sup>nd</sup> Monday in October  
Remembrance Day – November 11  
Christmas Day – December 25  
Boxing Day – December 26  
Remaining Days between Christmas and New Years that aren't accounted in the above itemized Office Closure listing

## MD of LESSER SLAVE RIVER Procedure

3. The office operational hours and office closures will be communicated to council, rate payers, public and staff via Municipal District of Slave River (MDLSR) website, social media platform, office posters and staff meetings to provide details of the emergency contact number(s) for public to access for essential operations during the closure periods.
4. The Chief Administrative Officer (CAO) will have authorization to close the offices of the MDLSR if warranted. Examples of warranted closure is training, inclement weather, natural disaster, or other business circumstances that were not reasonably foreseeable. If the offices are closed by the CAO for warranted closures, the CAO will communicate as outlined in procedure #3.
5. On call services will still be in effect and service delivery continues for the essential services required.
6. Part 2, Division 5 of the Employment Standards Code provides the general requirements and entitlement to general holidays and general holiday pay and will be adhered to.

\_\_\_\_\_"Original Signed"\_\_\_\_\_  
Chief Administrative Officer  
Barry Kolenosky

\_\_\_\_November 29, 2023\_\_\_\_\_  
Date

**SPECIAL NOTES/CROSS-REFERENCE:** Employment Standards Code, RSA 2000, CH E-9  
B33 Office Operational Hours and Closures Procedures  
**AMENDMENT DATE:** November 15, 2023

