

## **HOLIDAY HOURS**

### **Background**

Holiday seasons and vacation time provide opportunities to vary hours of operation and working schedules.

The District supports restructuring staff working schedules during holiday seasons and vacation time provided adequate services are maintained and legal/collective agreement requirements are met.

### **Procedures**

1. Changes in regular operating hours during holiday season shall be communicated clearly through school newsletters and the local media.
2. The Superintendent shall structure hours of operation during holiday breaks and vacation periods and inform trustees, staff and the public.
3. The Superintendent shall monitor the impact of any restructuring to ensure the changes do not negatively affect services or staff.