

days)
closing will be in accordance with the day of the week guideline:

If December 25th is...	The normal week off is...
Sunday	December 26, 27, 28, 29,30 and January 2
Monday	December 25, 26, 27, 28,29 and January 1
Tuesday	December 24, 25, 26, 27, 28, 31 and January 1
Wednesday	December 25, 26, 27, 30, 31 and January 1
Thursday	December 25, 26, 29, 30, 31, January 1 and 2
Friday	December 25, 28, 29, 30, 31 and January 1
Saturday	December 27, 28, 29, 30, 31

Procedure

This policy applies to continuing, term and contract positions. Casual employees do not qualify.

- 1.