

MEMORANDUM**Date:** May 11, 2018**To:** All TRCA Employees**From:** Human Resources**Re:** 2018 December Holiday Closure

Toronto and Region Conservation Authority (TRCA) will be observing the December Holidays this year from Monday, December 24, 2018 to Tuesday, January 1, 2019 inclusive, where operationally feasible. While TRCA Head Office will be closed, some business units will be required to maintain operations during this period. Division and/or Business Unit leads will advise their staff whether they will be open or closed during the holidays, and if closed, explain the options for time off.

This year the holiday season is as follows:

Monday, December 24, 2018	CEO Floater Day
Tuesday, December 25, 2018	Statutory Holiday
Wednesday, December 26, 2018	Statutory Holiday
Thursday, December 27, 2018	CEO Floater Day
Friday, December 28, 2018	CEO Floater Day
Monday, December 31, 2018	Vacation, accrued lieu time, floater day (for full time employees) or unpaid day off
Tuesday, January 1, 2019	Statutory Holiday

For December 31, 2018, all employees are able to accrue lieu time (7 hrs or 8 hrs) in preparation for this day which must be logged in Stargarden between September 4, 2018 and December 21, 2018. At no other time of year are you able to accrue lieu time in preparation for time off. All lieu time must be approved by your Supervisor/Manager in advance.

Should you have any questions, please do not hesitate to contact your Supervisor/Manager or Human Resources.