

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational –Human Resources

Policy Number: OPHR-01

Policy Title: Holiday Closures

Policy Approval Date: 11/14/23

Chairperson: V. Duke

Policy Review Date: 10/27

Intent:

The Muskoka Lakes Public Library (herein after referred to as the Library) closes on designated statutory holidays.

Regulations:

The Library’s statutory holiday closures are consistent with those observed by the Township of Muskoka Lakes:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

Remuneration for these holidays will be in accordance with the Ontario Employment Standards Act and Township of Muskoka Lakes policies.

Procedures:

1. The Library will close temporarily on November 11th to enable Library staff to attend Remembrance Day activities.
2. The Library will close at 1:00 pm on December 24th and 31st, unless the Board approves a request from the CEO to remain closed on those two days.
3. When a statutory holiday falls on a Sunday, the Library will be closed on the immediately following Monday.
4. Notice of Holiday Closures will be posted at both Library locations and on social media sites a minimum of one week prior to the date of closure.

Related Documents:

MLPL OPHR-02 Human Resource Management

