

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational –Human Resources

Policy Number: OPHR-01

Policy Title: Holiday Closures

Policy Approval Date: 11/11/25

Chairperson: V. Duke

Policy Review Date: 11/29

Intent:

The Muskoka Lakes Public Library (herein after referred to as the Library) establishes working hours during the holiday season which balance Library service needs with staff needs for a holiday break.

Regulations:

The Library is closed on the following statutory holidays:

- 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 is in accordance with the Ontario Employment Standards Act and Township of Muskoka Lakes policies.

Guiding Principles:

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. With Board approval, the Library may be closed on additional days during the Christmas season. Part time employees who would normally be scheduled to work on the additional closure days, may make up these hours at a later date, with the prior approval of the CEO.
4. When a statutory holiday falls on a Sunday, the Library will be closed on the immediately following Monday.
5. 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



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