



Village of Haines Junction Policy

Holiday Closure Policy

Policy Number: 49-25

1. Purpose

The purpose of this Policy is to provide a consistent and predictable approach to annual holiday closures for the Village of Haines Junction Municipal Office (“Office”), Public Works operations, and the Solid Waste Management Facility (“SWMF”), and to clarify expectations for staff and the public.

2. Scope

This Policy applies to:

- The Municipal Office public service hours;
- Public Works regular daytime operations;
- The SWMF public operating hours; and

3. Definitions

For the purposes of this Policy:

“Office” means the Village of Haines Junction Municipal Office.

“Public Works” means Village employees who work in the Public Works department.

“SWMF” means the Village of Haines Junction Solid Waste Management Facility.

“Regular business days” means days on which the Office is normally open to the public and that Public Works Staff are working.

“Regular operating days” for the SWMF means days on which the SWMF is normally open to the public.

4. Policy

4.1 December 24 and December 31 – Early Closure / Half Day

a) On December 24 and December 31 of each year:

- The Office will close to the public at 12:00 p.m.
- The SWMF will close to the public at 1:00 p.m.
- Public Works staff will work a half day, ending their regular work at their normal 11:00 a.m. lunch break.

b) Employees regularly scheduled to work on those days will be paid for their full scheduled shift, with the hours after the early closure / half-day end time (11:00 a.m. for Public Works, 12:00 p.m. for the Office, 1:00 p.m. for the SWMF) treated as paid leave.

c) Where December 24 or December 31 falls on a day when the Office, Public Works, or SWMF is not normally operating, the early closure will instead occur on the last regular business/operating day immediately prior, with the same times and paid leave provisions as in (a) and (b).

4.2 Office Closure Between Christmas and New Year's Day

a) The Office will be closed to the public on regular business days between Christmas Day and New Year's Day, inclusive.

b) Office employees, with approval from their supervisor may:

- Choose to work their regular hours; or
- Use accrued vacation leave, banked time, or other approved paid or unpaid leave options in accordance with their employment terms.

c) Supervisors will ensure that essential administrative functions (e.g., payroll, urgent financial processing) are maintained as required.

4.3 SWMF and Public Works Operations Between Christmas and New Year's Day

a) The SWMF and Public Works will continue to provide services between Christmas Day and New Year's Day, except for statutory holidays and the early closure / half day on December 24 and 31 (or the prior regular operating day) as described in Section 4.1.

b) Scheduling during this period will be at the discretion of the Public Works Manager.

4.4 Statutory Holidays and Emergency Operations

- a) Statutory holidays will be observed in accordance with applicable legislation, employment contracts, and the collective agreement.
- b) Nothing in this Policy prevents the Village from calling in staff or modifying hours in response to emergencies or urgent operational requirements. Any such work will be compensated in accordance with applicable employment terms.

5. Communications

- a) Administration will publish annual holiday closure notices on the Village website, social media, and on signage at the Office and SWMF.
- b) Holiday closure information will normally be posted at least three (3) weeks before Christmas where practicable.

POLICY TITLE: Holiday Closure Policy

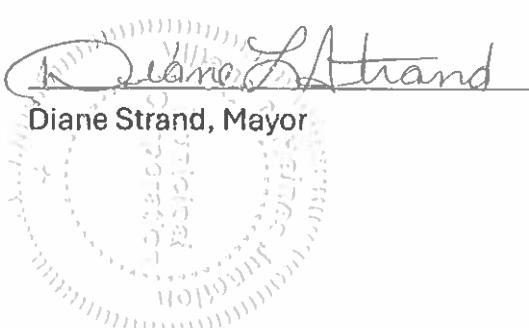
POLICY #: 49-25

EFFECTIVE DATE: December 10th, 2025

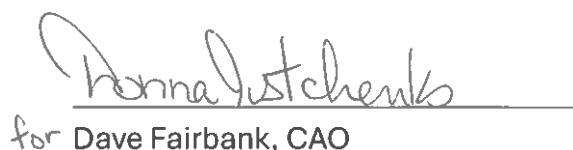
ADOPTED BY COUNCIL ON: December 10th, 2025

RESOLUTION #: 406-25

Approved by:



Diane Strand, Mayor



for Dave Fairbank, CAO