

**TOWN OF MIDDLETON  
CODE A - GENERAL ADMINISTRATION**

**Subject: December Holiday Hours**

**Number: 2.3**

**Coverage: Staff & Public**

**Approved by: Council & CAO**

**Effective Date : December 4, 2000**

**Revision Date: August 8, 2006**

***Rationale***

The Following policy establishes the hours of operation of the town office during the December Holiday Period, and the manner in which these work hours are accounted for by town employees.

***Policy Statement***

- 1) The Town Office and Community & Economic Development Office operations shall be closed for normal business days between Christmas and New years.
- 2) Employees shall take these days as time in lieu of overtime worked or as vacation time. Casual employees shall take time off without pay.


***Previous Policies***

The previous policy 1/66 "Christmas Holiday - Hours of Operation" dated December 4, 2000 is hereby amended.

***Certification***

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 8<sup>th</sup> day of August, 2006.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this 5<sup>th</sup> day of March, 2007

  
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Raymond C. Rice  
Chief Administrative Officer