



Memo

To: All Staff
From: Clara Young, Director of Finance & Administration
Date: October 14, 2022
Re: December 2022 - Statutory and General Holidays

Please refer to the following chart which indicates when our offices will be open and closed for the Christmas season. After Hours/On-Call will respond to calls and provides services to our clients & families when the office is closed.

Friday, Dec 23/22	<i>CLOSED - General Holiday</i>
Saturday, Dec 24/22	CLOSED
Sunday, Dec 25/22	CLOSED
Monday, Dec 26/22	<i>CLOSED - Statutory Holiday</i>
Tuesday, Dec 27/22	<i>CLOSED - Statutory Holiday</i>
Wednesday, Dec 28/22	Regular office hours
Thursday, Dec 29/22	Regular office hours
Friday, Dec 30/22	<i>CLOSED – General Holiday</i>
Saturday, December 31/22	CLOSED
Sunday, January 1/23	CLOSED
Monday, January 2/22	<i>CLOSED – Statutory Holiday</i>
Tuesday, January 3/22	Regular office hours

If you have any questions, please contact your immediate Supervisor.