



Memo

TO: ALL STAFF

FROM: Clara Young, Director of Finance and Administration

DATE: October 31, 2023

RE: Remembrance Day – Nov 2023

Remembrance Day will be on Saturday, November 11, 2023.

However, as per **Policy 3.3 Holidays and Holiday Pay:**

- “...If the holiday falls on a Saturday or on Sunday, the following Monday will be observed as the holiday...”

Tikinagan will observe Remembrance Day as a Statutory Holiday on **Monday, November 13, 2023.**

All Agency offices will be closed on this date.

After Hours/On-Call services will provide coverage and remain available for response and provision of services to our clients and families during office closure on November 13, 2023.

Employees are encouraged to participate in Remembrance Day Services in recognition of all Veterans.

