



MEMORANDUM

Date: May 24, 2016
To: All Members of the Victoria University Community
From: Human Resources
Re: **Holiday Schedule 2016-17 and 2017-18**

July 1, 2016-June 30, 2017

Canada Day	Friday, July 1, 2016
Civic Holiday	Monday, August 1, 2016
Labour Day	Monday, September 5, 2016
Thanksgiving Day	Monday, October 10, 2016
Christmas/New Year	Wednesday, December 21, 2016 to Sunday, January 1, 2017 inclusive
Family Day	Monday, February 20, 2017
Good Friday	Friday, April 14, 2017
Victoria Day	Monday, May 22, 2017

July 1, 2017– June 30, 2018

Canada Day	Monday, July 3, 2017
Civic Holiday	Monday, August 7, 2017
Labour Day	Monday, September 4, 2017
Thanksgiving Day	Monday, October 9, 2017
Christmas/New Year	Thursday, December 21, 2017 to Tuesday, January 2, 2018 inclusive
Family Day	Monday, February 19, 2018
Good Friday	Friday, March 30, 2018
Victoria Day	Monday, May 21, 2018

In planning the University's holiday schedule, the University makes every effort to provide a two-week closure in December, knowing how all of us appreciate the opportunity to have two full weeks. The University also makes every effort to match the closure schedule set out by the school boards of the Greater Toronto area. Unfortunately, due to academic programming issues, including exam timetables, the University was unable to schedule a two-week break for 2016-2017 or 2017-2018. However, we do want to remind everyone that this does not preclude employees, in particular those colleagues with children who will be on school holiday, from requesting to use existing vacation entitlement.

This announcement is not intended to establish service or operating schedules in all departments. In some areas, certain staff may be required to maintain essential services or to provide service to the public. Staff required to work during holiday periods should be granted compensating time off at a later date. Employees covered by collective agreements are subject to the provisions contained in their collective agreements.

Please bring this schedule to the attention of your staff members, and please contact me if you have any questions. Thank you.