



## **TOWN OF KENTVILLE POLICY STATEMENT G52 CHRISTMAS CLOSURE OF TOWN HALL**

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### **1.0 PURPOSE**

The purpose of this policy is to support the closure of the Town Hall and to provide an opportunity for Town Hall staff to enjoy a longer Christmas break, during a period of low public demand on Town Hall operations.

### **2.0 DEFINITIONS**

### **3.0 SCOPE**

### **4.0 PROCEDURES**

It shall be the policy of the Town of Kentville to allow all Town Hall staff the option to take personal vacation days during the week between Christmas and the New Year, thereby possibly necessitating the closure of the Town Hall during that period.

### **5.0 ASSOCIATED DOCUMENTS**

### **6.0 POLICY REVISION HISTORY**

Date Created: February 13, 2008  
Revisions: January 2017. Reformatted.

CAO Mark Phillips