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DATE November 10, 2023

Labour Relations

PAGES 3

Seasonal Closure 2023-2024

The University will be closed from Monday, December 25th, 2023 through to Monday, January 1st, 2024, reopening on Tuesday, January 2nd, 2024.

The three discretionary days off (December 27th, 28th & 29th, 2023) are in addition to the statutory holidays and will be given as 21 hours (21.6 APSA) off work with pay to eligible employees.

If an employee's normal hours of work on the three closure days would exceed 21 hours, (21.6 APSA) the employee must either make up time for the excess hours or arrange to take the additional time as vacation.

If any employee would not normally be scheduled to work on one or more of the closure days and, therefore, would receive less than 21 hours of paid time off, (21.6 APSA), then they receive the remainder of the 21 hours (21.6 APSA) of paid time off at another time.

If supervisors schedule employees to come to work on any of the designated days off, the employees receive straight time pay for hours worked and the remainder of the 21 hours (21.6 APSA) of paid time off at another time.

Record the paid time off for the closure days as pay for time not worked whether it is taken on the actual closure days or at another time.

The payroll codes to use on the timesheets are:

Salary: 530 for closure, 478 for General Holiday
Hourly: 285 for closure, 235 for General Holiday

All continuing employees in the APSA group, CUPE Local 3338, and Poly Party bargaining units are eligible for this paid time off. Temporary APSA and CUPE Local 3338 employees are eligible for the additional paid days off provided that their appointments begin before December 24,



2023 and end after January 1, 2024 without a break. Temporary Poly Party employees will be

