



2024 - 2025 Holiday Hours

Date	Holiday	Sandwich site	Leamington site	Teen Health site	Diabetes Wellness site	Pickwick Clinical site	Street Health site
Mon, Dec 23	Regular Work Day	Regular Hours	Regular Hours	Regular Hours	Regular Hours	Regular Hours	Regular Hours
Tues, Dec 24*	Christmas Eve	8am-12Noon	8am-12Noon	9am-1pm	8:30am-12:30Noon	8am-12Noon	8am-12Noon
Wed, Dec 25	Christmas Day	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Thurs, Dec 26	Boxing Day	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Fri, Dec 27	Regular Work Day	Regular Hours	Regular Hours	Regular Hours	Regular Hours	Regular Hours	Regular Hours
Mon, Dec 30	Regular Work Day	Regular Hours	Regular Hours	Regular Hours	Regular Hours	Regular Hours	Regular Hours
Tues, Dec 31*	New Year's Eve	8am-12Noon	8am-12Noon	9am-1pm	8:30am-12:30Noon	8:30am-12:30Noon	8am-12Noon
Wed, Jan 1	New Year's Day	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED

Please Note:

1. If your regular scheduled working day on Wed, Dec 25 (Christmas), Thurs, Dec 26 (Boxing Day) or Wed, Jan 1 (New Year's Day) is **greater** than your public holiday entitlement and you wish to make up the difference, please submit a QHRNet Request for your Director / Manager / Lead's Approval.
2. If your regular scheduled working day on Wed, Dec 25 (Christmas), Thurs, Dec 26 (Boxing Day) or Wed, Jan 1 (New Year's Day) is **less** than your public holiday entitlement, the difference will be added to your stat holiday bank for future use. To take this banked stat time, you must request this time as Stat Holiday Taken in QHRNet.
3. *On **Dec 24th and Dec 31st** all sites will be open at the normal start time for the site. Each site will be open for 4 hours. Staff will need to work with their Director/Manager to plan for a complete workday (i.e. apply paid/unpaid benefit bank time, or arrange to adjust hours/flex time during this pay cycle with approval).
4. Staff working in programs which operate during the weekends must consult with their respective Manager/Director for program hours and closures.