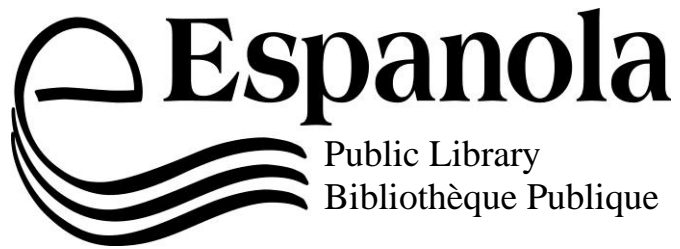


245 Avery Drive, Espanola, ON P5E 1S4
 Ph. (705) 869-2940 Fax (705) 869-6463
 E-mail: library@espanola.ca
 Website: www.espanola.library.on.ca



GST No. 12202 5059 RT0001 (Town of Espanola)

Hours of Opening Policy

Purpose: To identify and clarify hours of public library service as well as ensure adherence to the Town of Espanola Human Resources / Statutory Holiday Policy H02-01349 which outlines the days on which all non union employees are entitled to a paid holiday.

1. The hours of opening of the library shall be as follows:

Monday through Thursday	9:00 a.m. to 8:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 2:00 p.m.

2. The library shall be closed on the following days each year:
 New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day,
3. If a scheduled holiday falls on a day that the library is not normally operating, the library will be closed the next business day.
4. The library shall be closed on Saturdays, starting on the Saturday following (Canada Day), July 1, and ending on Labour Day.
5. Employees shall receive a half day off (afternoon) preceding Christmas Day and New Year's Day. In line with Town of Espanola operations, the library shall be closed early on Christmas Eve and New Year's Eve – opening only from 9:00 am – 12:00 p.m.
6. Additional hours may be added for special town events at the recommendation of the C.E.O.
7. The library may be closed due to inclement weather or emergencies, at the discretion of the C.E.O. or his/her designate.

Related Documents:
Hours of work

Revision History
 Date amended: February 12, 2020
 Date last reviewed: December 11, 2017

Previous policies: June 24, 2013 / December 16, 2013 / December 14, 2015 / January 9,
2017 / June 12, 2017

To be reviewed by: December 2020