

**THE CORPORATION OF THE TOWNSHIP OF O'CONNOR**

**POLICY FOR SUMMER OFFICE HOURS**

**PURPOSE:** To establish summer office hours during the months of July and August for administrative staff.

**POLICY STATEMENT:** The Corporation of the Township of O'Connor's municipal office will be closed all day on Wednesday's throughout the months of July and August. Staff will have the option of working on these days if necessary.

**EFFECTIVE DATE:** This policy shall come into effect as of the date June 22, 2006.