



Tsuut'ina Nation Chief Executive Officer

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INTEROFFICE MEMORANDUM

TO: All Departments

FROM: Jerry Simon, Chief Executive Officer (CEO)

CC: Head Chief and Minor Chiefs, Finance, Human Resources

DATE: November 18, 2024

RE: **2024/25 Holiday Office Closure Dates**


In accordance with the Human Resources Policy and Procedure Manual, the Nation recognizes Christmas Day, Boxing Day and New Year's Day as general holidays.

In addition, this year's office closures will be as followed:

- December 23, 2024 January 3, 2025 Holiday Closure
- January 6, 2025 Open for regular business

Based on operational need, some programs, essential services and companies may be required to operate on these days. If you require further clarification, please contact your respective Executive Director.

Respectfully,



Jerry Simon
Chief Executive Officer