

## Holiday Period (2017-2018)

The Federal Public Sector Labour Relations and Employment Board (the Board) will suspend all timeframes for complaints, grievances and board matters **between December 23, 2017, and January 2, 2018, inclusively**. In other words, the days during the holiday period will **NOT** count for the purpose of calculating deadlines. The calculation of time limits will resume on **January 3, 2018**.

The following examples illustrate how to calculate timeframes during the holiday period:

### Example 1

The complainant's allegations involving a staffing complaint are received on **December 8, 2017**, thus triggering the 15-day period for the deputy head's reply. Since day 14 of the 15-day period is December 22<sup>nd</sup>, day 15 would fall on the day following the holiday period, January 3, 2018. Therefore, the deputy head's reply will be due on **January 3, 2018** (day 15).

December 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					8	9 Day 1
10 Day 2	11 Day 3	12 Day 4	13 Day 5	14 Day 6	15 Day 7	16 Day 8
17 Day 9	18 Day 10	19 Day 11	20 Day 12	21 Day 13	22 Day 14	23 X
24 X	25 X	26 X	27 X	28 X	29 X	30 X
31 X						
January 2018						
	1 X	2 X	3 Day 15			

**Example 2**

A notice of a reference to adjudication is acknowledged on December 14, 2017, triggering the 15-day period for the respondent's reply. Since day 8 is December 22<sup>nd</sup>, day 9 would fall on the day following the holiday period, January 3, 2018. Therefore, the respondent's response would be due on **January 9, 2018** (day 15).

<b>December 2017</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
				<b>14</b>	<b>15</b> Day 1	<b>16</b> Day 2
<b>17</b> Day 3	<b>18</b> Day 4	<b>19</b> Day 5	<b>20</b> Day 6	<b>21</b> Day 7	<b>22</b> Day 8	<b>23</b> X
<b>24</b> X	<b>25</b> X	<b>26</b> X	<b>27</b> X	<b>28</b> X	<b>29</b> X	<b>30</b> X
<b>31</b> X						
<b>January 2018</b>						
	<b>1</b> X	<b>2</b> X	<b>3</b> Day 9	<b>4</b> Day 10	<b>5</b> Day 11	<b>6</b> Day 12
<b>7</b> Day 13	<b>8</b> Day 14	<b>9</b> Day 15				