



Policy Name:	Hours of Office Operation
Policy Category:	Office Administration
Developed by:	Finance and Human Resources Committee
Approved by:	NLCHP Council
Approval date:	June 28th, 2018
Review:	Every 3 Years

Overview: Hours of operation are established so that the public and other stakeholders are aware of the times that the organizations staff is available to respond to inquiries and to complete the operations for the organization. Posted hours are generally exclusive of statutory holidays and closures due to adverse weather conditions and states of emergency.

Policy: The NLCHP office hours are from Monday to Friday 8:30 to 12:30pm, and 1:30 to 4:30 pm.
The NLCHP office will remain closed on statutory holidays as approved in the Council's policy on statutory holidays.
The NLCHP office will close due to adverse weather conditions and state of emergency consistent with public notification and closure of provincial government offices in the St. John's region (see Policy Adverse Weather Conditions and State of Emergency).

References: Original Policy

Original Policy: October 8th, 2013

Revised: June 28th, 2018