
Type:	Operational	Created:	December 2010
Adopted by:	Board of Directors	Last Amended:	June 2015
Executive Responsibility:	Director of Internal Relations	Procedure:	

STATEMENT:

1. Nanaimo Office Hours of Operation

Hours of operation of the office shall be those times that the office is open for service. Between August 25 and Victoria Day each year standard hours of operation shall be Monday to Friday, 9am to 4pm. During the summer, hours of operation shall be Monday to Thursday 10am to 4pm.

The office shall be closed from December 22 or the last day of classes before Christmas, whichever is sooner, and the first day of classes for the spring semester in January.

2. Students' Union Pub Hours of Operation

The Students' Union Pub shall be open between the first day of classes in the fall semester and the last Friday of the exam period in December; and between the first day of classes in the spring semester and the last Friday of the exam period in April. The Students' Union Pub shall remain closed during reading break each year.

Weekly hours of operation shall be 11:30am to 7:00pm on Monday, Tuesday, Wednesday, and Friday; and 11:30am to 12:00am on Thursdays and other days on which events are held. Hours of operation shall be reduced during exam periods and Reading Week in accordance with Section 3.

3. Changes to Hours of Operation

Temporary changes in hours of operation may be made through the joint decision of the Executive Director and Director of Internal Relations who will consult with the Labour/Management Committee as appropriate.

4. Closure Due to Weather or Emergency Situation

Students' Union operations shall be closed upon notice that the operations of Vancouver Island University have been closed due to extreme weather or an emergency situation.

The Students' Union may, independently from the University, determine that weather conditions or some other emergency situation warrant the closure of all, or some, Students' Union services. The joint decision of the Executive Director and Director of Internal Relations shall be required to close the operations of the Students' Union independently of the University.

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