Appendix: 2025 Closure Days

Early learning and child care (ELCC) facilities in receipt of operating grant funding cannot charge parents or the department for closure days except on recognized holidays, approved alternate closure days or allocated professional development days.

A funded facility may choose to be closed on the following general and non-general holidays, charge parent fees and receive payments for the Reduced Parent Fee Revenue Grant and subsidy on behalf of eligible families if:

- Both subsidized and non-subsidized families are charged regular fees, and
- Your facility would normally be open but is closed on the date listed below.

General Holidays	
New Year's Day	Wednesday, January 1, 2025
Louis Riel Day	Monday, February 17, 2025
Good Friday	Friday, April 18, 2025
Victoria Day	Monday, May 19, 2025
Canada Day	Tuesday, July 1, 2025
Labour Day	Monday, September 1, 2025
Orange Shirt Day (National Day for Truth and Reconciliation)	Tuesday, September 30, 2025
Thanksgiving Day	Monday, October 13, 2025
Remembrance Day *	Tuesday, November 11, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Day 2026	Thursday, January 1, 2026
General holidays are often referred to as statutory or stat holidays. These days are recognized by law as holidays. Employees either have this day off with pay or must be paid differently if they work. If your facility choses to remain open on any of the general holidays listed above, you must ensure compliance with Employment Standards | Employment Standards | General Holidays.	
* Although Remembrance Day is not a general holiday, there are restrictions for operating businesses and special requirements for paying employees who work that day. If your facility remains open, you must ensure compliance with Employment Standards | Employment Standards | Remembrance Day	

Non-General Holidays	
Easter Monday	Monday, April 21, 2025
Terry Fox Day	Monday, August 4, 2025
Boxing Day	Friday, December 26, 2025

Non-General Holidays: Alternate Closure Day

1) If your facility chooses to close for Easter Monday, Terry Fox Day or Boxing Day on an alternate day that occurs in the **same** facility reporting period:

- You must note the alternate closure information in the Explanation/Comments section of the *Facility Attendance Payment Report Authorization and Sign Off* page.

2) If you choose to close for Easter Monday, Terry Fox Day or Boxing Day on an alternate day that occurs in a **different** facility reporting period:
- It must be **approved in advance** by the Child Care Subsidy Program.
  - o As in the past, a facility may choose to use an alternate closure day to allow centre staff or family providers to attend the Manitoba Child Care Association (MCCA) conference on May 22 or 23, 2025. The previous policy exemption continues and prior written approval from the Subsidy Program is **not** required.
- You must note the alternate closure information in the Explanation/Comments section of the *Facility Attendance Payment Report Authorization and Sign Off* page for the facility reporting periods:
  - o In which the holiday occurs <u>and</u>
  - o In which the alternate closure date occurs.

ELCC Professional Development (PD) Days

A funded facility can charge parent fees and receive payments for the Reduced Parent Fee Revenue Grant and subsidy on behalf of eligible families for up to two PD days on a date(s) selected by the facility. PD days must be used between January 1 and December 31, 2025.

1) If your facility choses to close for an ELCC PD Day(s), email the following information to your Child Care Coordinator at least six (6) weeks in advance of the proposed closure date(s) for approval:
- Facility Name
- Facility ID Number (for organizations with multiple sites, include Facility ID Numbers for all sites closed for the PD day)
- Date of PD day(s)
- Title of Professional Development
- Description of training
- Subject line: Facility name, Facility ID Number and Professional Development Day(s)

2) On your Facility (Child Attendance) Report for the facility reporting period in which the ELCC PD Day(s) closure falls:
- Pick "Stat/Closed" from the calendar drop down for the date of the ELCC PD Day(s) on *Facility Name and Reporting Period* page.
  - o Do <u>not</u> pick "in-service" from the calendar drop down as this is indicates a school in-service.
- You must note that an ELCC PD day was held on DD/MM/YYYY in the Explanation/Comments section of the *Facility Authorization and Sign Off* page.
- The approved closure day must be included in each child's total days attended (not in the absent days total) for that reporting period on the Facility Report.

Subsidy and Reduced Parent Fee Revenue Grant payments for a general or non-general holiday, alternate closure day or ELCC PD Day(s) will only be made if:
- Approval is requested in advance (when required).
- All families (subsidized and non-subsidized) are charged regular fees.
- The facility is open on the working day before or after the holiday or alternate closure day.
- Attendance is reported for all children enrolled. The approved closure day must be included in each child's total days attended (not in the absent days total) for that reporting period on the Facility Report.

Please make sure parents are informed well in advance of any closure and informed if they are required to pay for holidays, approved alternate closure days and/or ELCC PD Day(s).
- An appropriate notice period allows families to make alternate child care arrangements when required.
- For PD Day(s), a minimum of **four (4) weeks-notice** must be provided to families.

If you have any questions about subsidy payments on recognized holidays, please email the Child Care Subsidy Program at cdcsubsidy@gov.mb.ca or call 204-945-8195, toll-free 1-877-587-6224, or email.

If you have any questions about recognized holidays or the ELCC PD Day, please contact your Child Care Coordinator.