

Circular No. 1/14

Compulsory Christmas Closure – 2014 / 2015

Compulsory closure arrangements for the Christmas and New Year period are based on the benefits that result from closure during a traditionally low productivity period and providing the opportunity for staff to have a substantial break for family or other reasons.

Closure arrangements

The closure arrangements will apply only where departmental requirements permit the absence of employees. Limited staffing arrangements may need to be implemented in some areas of departments to meet essential government and public needs.

The compulsory closure period will be 25 December 2014 to 1 January 2015 inclusive. Other than as provided below, employees participating in the compulsory closure are required to utilise their own leave during the closure period (e.g. recreation leave, TOIL, accrued time).

- Thursday 25 December 2014: **Public Holiday (Christmas Day)**
- Friday 26 December 2014: **Public Holiday (Boxing Day)**
- Monday 29 December 2014: **Leave on full pay without debit (concessional day)**
- Thursday 1 January 2015: **Public Holiday (New Years Day)**

The concessional day

Employees engaged in a service which requires continuous shift operations and who receive additional leave for such work are not entitled to participate in the closure arrangements.

Employees who are not engaged in continuous shift operations and who are required to work during the Christmas or New Year period are to be allowed a substituted concessional day to be taken at any time convenient to the employer, within the ensuing year.

Where an employee is absent on annual (recreation) leave or long service leave extending over the compulsory closure period, the employee's leave is to be adjusted so that one working day is granted without debit to any leave account. Where an employee is on half pay leave, the concessional day is paid at the full pay rate.

Employees do not qualify for the one day's leave on full pay without debit to any leave account when absent on any other form of leave.

Part-time employees only qualify for the concessional day when their regular ordinary hours fall on that day. Payment is based on the ordinary regular hours ordinarily worked on that day. Part-time employees' regular working hours should not be amended purely to attract the benefits of the concessional day.

Additional information for Senior Executives and Senior Officers

Consistent with the terms of their employment, senior executives (SES) and senior officers (SO) participating in the compulsory closure may be absent without debit to their accrued leave entitlements for compulsory closure period. A chief executive may, however, determine otherwise for individual SES or SO, in exceptional circumstances. Where a chief executive determines this concession is not available to a SES or SO, but that the SES or SO is not required for duty, they will be required to apply for leave.