

Public Holidays and Christmas Shutdown 2026.

Purpose

1. This factsheet provides information for the 2026 Public Holidays and Christmas Shutdown and is applicable to employees (excluding casuals) and Senior Executive Staff ¹ covered by the relevant common terms and conditions of the ACT Public Sector Enterprise Agreements ².

Dates

2. The relevant dates for the Public Holidays (including the approved day to be absent from duty as if it were a Public Holiday) and Christmas Shutdown are as follows:³

Friday 25 December 2026	Public Holiday: Christmas Day (E10.3.12)
Saturday 26 December 2026	Public Holiday: Boxing Day (E10.3.13)
Monday 28 December 2026	Public Holiday: Boxing Day declared Public Holiday (E10.4.2)
Tuesday 29 December 2026	Public Holiday: Approved day to be absent from duty as if it were a Public Holiday (E10.4.1)
Wednesday 30 December 2026	Christmas Shutdown: paid absence (E11.3)
Thursday 31 December 2026	Christmas Shutdown: paid absence (E11.3)
Friday 1 January 2027	Public Holiday: New Year's Day (E10.3.1)

Entitlement

3. The following entitlements apply to eligible employees for the dates categorised as Public Holidays and Christmas Shutdown in the table above.
4. Where eligible employees are covered by different entitlements to those set out below, their entitlements are as specified in their relevant Enterprise Agreement (EA). This includes but is not limited to EAs covering medical practitioners, nurses and midwives, teachers (at both Education Directorate and CIT) and CIT general staff, among other employees.

¹ Senior Executive Staff (SES) are entitled to the Leave provisions under the ACTPS Enterprise Agreements as per Section 63 of the Public Sector Management Standards 2016.

² The 'common terms and conditions' or 'core' of the 2023-2026 ACTPS Enterprise Agreements are in effect at the date of this Factsheet.

³ Dates and Entitlements should be confirmed in relevant ACTPS Enterprise Agreements for specific directorates and/or employees as they may vary.

Public Holidays

5. Employees who are eligible may apply for a day or part day of absence from duty in substitution for the public holiday. Approval of an application is subject to operational and business requirements of the directorate or business unit and the ability for the directorate or business unit to provide work on that day.
6. If a substitution described is not practical in relation to operational and business requirements the employee may, with agreement of the relevant delegate, observe a day of cultural or religious significance to the employee as a holiday and make up the equivalent hours at some other agreed time.

Christmas Shutdown

7. Only employees who are directed to work or rostered to work, are required to attend for duty for the Christmas Shutdown days and the following apply.
8. If an employee is directed to work (who is not working under a roster agreement), in addition to the two days absence, are entitled to either take the equivalent time as paid absence at an agreed alternative time or receive a payment (ordinary rate of pay) equivalent to the time worked (E11.5).
9. Employees working under rostering arrangements:
 - a. are entitled to either take the equivalent time as paid absence at an agreed alternative time or receive a payment (ordinary rate of pay) equivalent to the time worked (E11.6).
 - b. who is required to work on a rostered day off on either of the two days shall receive payment of overtime in addition to the above entitlement (E11.7).
10. Part-time employees:
 - a. whose regular part-time hours fall on either of the two days of paid absence for Christmas Shutdown are entitled to a pro-rata paid absence based on the number of part-time hours normally worked on those days.
 - b. are not entitled to an additional two days of paid absence where their regular part-time hours do not fall during Christmas Shutdown (E11.8).
 - c. who are directed to work and whose regular part-time hours do not fall during Christmas Shutdown are entitled to either take the equivalent time as paid absence at an agreed time or a payment of overtime at the appropriate rate for the time worked (E11.9).

Rates of Payment and Effect on other Entitlements

11. Rates of payment and any effects on other entitlements for eligible employees are set out in the relevant ACTPS Enterprise Agreements.
12. The two days paid absence for Christmas Shutdown are not public holidays and do not attract public holiday rates.

Further Information

13. Processing cut-off times for Shared Services Payroll will be modified leading up to and during the Public Holidays Christmas Shutdown period. Exact dates will be made available on the OneGov Service Centre closer to December.
14. Please contact your Directorate HR Team.

Approval Authority

Item	Details
Document name:	Public Holidays and 2026 Christmas Shutdown
Document owner:	ACTPS Employment and Industrial Relations Group, OIRWS, eba@act.gov.au
Approved by:	Deputy Director-General, OIRWS, On behalf of the Head of Service
Approval date:	22 September 2026
Review date:	September 2027