

## ACT PUBLIC SECTOR

### CHRISTMAS SHUTDOWN AND CHRISTMAS/NEW YEAR PUBLIC HOLIDAYS FOR 2017

- HR Directors / Managers
- Shared Services

#### Purpose

1. To advise directorates and agencies of the 2017 Christmas shutdown period for employees covered by the common terms, and the dates of the Christmas/New Year public holidays.

#### Entitlements

2. Clauses F10 and F11 of common terms enterprise agreements identify the Christmas shutdown period as the working days between 28 December and 31 December inclusive.
3. Employees covered by the common terms are entitled to two days of paid absence, with the exception of casual employees, and part-time employees whose regular part time hours do not fall during the Christmas shutdown period. Part-time employees whose regular part time hours fall on either of the two Christmas shutdown days are entitled to a pro-rata paid absence based on the number of part time hours normally worked on those days.
4. The public holidays, substitute public holidays, additional public holiday and two days of paid absence during the 2016 Christmas/New Year period are as follows:

<b>Monday 25 December 2017</b>	Christmas Day declared public holiday
<b>Tuesday 26 December 2017</b>	Boxing Day declared public holiday – common terms clause F10.2(l)
<b>Wednesday 27 December 2017</b>	additional public holiday– common terms clause F10.2(n)
<b>Thursday 28 December 2017</b>	shutdown paid absence not taken from entitlements – common terms clause F11.3
<b>Friday 29 December 2017</b>	shutdown paid absence not taken from entitlements – common terms clause F11.3
<b>Monday 1 January 2018</b>	New Year's Day declared public holiday

5. Only employees who are rostered or who are directed to work are required to attend for duty during the Christmas shutdown period. These employees will be entitled to take the equivalent time off in lieu at an agreed alternative time, or to receive a payment equivalent to the time worked, in accordance with common terms clause F11.5 (for non-shift workers) or clause F11.6 (for rostered workers).

6. Employees who work during the Christmas shutdown period should note that the two Christmas shutdown days are not public holidays and do not attract public holiday rates.
7. Employees who work on any of the public holidays during the Christmas/New Year period will be entitled to receive payment for time worked on the actual day or any substitute day at public holiday rates.
8. Where employees are covered by different entitlements to those set out above, entitlements are as specific in their enterprise agreement. They include enterprise agreements covering, medical practitioners, nurses and midwives, teachers (both ETD and CIT) and CIT general staff, among other employees.

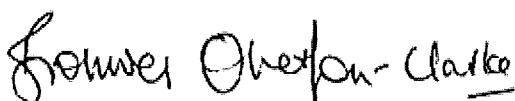
### **Further Information**

9. The contact for further information is Mr Peter Gillin, Senior Manager Public Sector Workplace Relations, Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

### **Review**

10. This advice will be reviewed in 12 months to reflect arrangements for 2018.

### **Approved By**



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Bronwen Overton-Clarke  
Deputy Director-General  
Workforce Capability and Governance Division  
Chief Minister, Treasury and Economic Development Directorate

18 October 2017