



**ACT**  
Government

# **Christmas Shutdown and Christmas / New Year Public Holidays 2023 Advice**

**WhoG IRPSE, CMTEDD**

Chief Minister, Treasury and Economic Development Directorate (CMTEDD)

**Policy Number: 1/2023**

**Issued: July 2023**

# Christmas Shutdown and Christmas / New Year Public Holidays 2023 Advice

## Introduction / Purpose

1. To advise directorates and agencies of:
  - the 2023 Christmas shutdown period for employees covered by the common terms of the ACT Public Sector (ACTPS) enterprise agreements; and
  - the dates of the Christmas/New Year public holidays.

## Application

2. This advice should be considered by:
  - HR directors and supervisors / managers across the ACTPS; and
  - Shared Services

## Key Legislative Provisions

3. Clause F11.3 (2021-2022 EA) or clause E11.3 (2023 EA) of the common terms of enterprise agreements identify the Christmas shutdown period as the business days between 28 December and 31 December inclusive.

## Principles

4. Employees covered by the common terms are entitled to two days of paid absence during the Christmas shutdown period, with the exception of casual employees and part-time employees whose regular part time hours do not fall during the Christmas shutdown period.

## Procedure

5. 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.
6. The public holidays, additional public holidays, and two days of paid absence during the 2022 Christmas/New Year period are as follows:

<b>Monday 25 December 2023</b>	Christmas Day declared public holiday
<b>Tuesday 26 December 2023</b>	Boxing Day declared public holiday
<b>Wednesday 27 December 2023</b>	Treated as a public holiday– common terms clause F10.4.1 (2021-2022 EA) or clause E10.4.1 (2023 EA)

<b>Thursday 28 December 2023</b>	Shutdown paid absence – common terms clause F11.3 (2021-2022 EA) or clause E11.3 (2023 EA)
<b>Friday 29 December 2023</b>	Shutdown paid – common terms clause F11.3 (2021-2022 EA) or clause E11.3 (2023 EA)
<b>Monday 1 January 2024</b>	New Year’s Day declared public holiday

7. 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 (2021-2022 EA) or clause E11.5 (2023 EA), for non-shift workers; or clauses F11.6 and F11.7 (2021-2022 EA), or clauses E11.6 and E11.7 (2023 EA), for rostered workers.
8. 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.
9. 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 at public holiday rates.
10. Where employees are covered by different entitlements to those set out above, their entitlements shall be as specified in their relevant enterprise agreement. This includes enterprise agreements covering, medical practitioners, nurses and midwives, teachers (at both Education Directorate and CIT) and CIT general staff, among other employees.

## References

11. Paperwork cut-off times for Payroll will change leading up to and during the Christmas Shutdown and public holidays period. Exact dates will be made available on the OneGov Service Centre closer to December.

## Further Information

12. For advice about specific individual matters, please refer to your Directorate HR team.
13. For further information about this advice, please contact the Office of Industrial Relations and Workforce Strategy on [eba@act.gov.au](mailto:eba@act.gov.au).

## Review

14. This policy is due for review in 12 months to reflect the arrangements for 2024.

Item	Details
Document name:	2023 Christmas Shutdown and Christmas/New Year Public Holidays Advice
Policy Number:	1/2023

Prepared by: Industrial Relations and Employment Conditions Officer, Industrial Relations and Public Sector Employment

Feedback to: [eba@act.gov.au](mailto:eba@act.gov.au)

Issue Date: 12 July 2023

Review Date: 12 July 2024

## Approval Authority

This policy is approved by:

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Deputy Director-General  
Workforce Capability and Governance Division  
Chief Minister, Treasury and Economic Development Directorate  
On behalf of the Head of Service  
12 July 2023