

## CHRISTMAS SHUTDOWN AND CHRISTMAS/NEW YEAR PUBLIC HOLIDAYS FOR 2019

- HR Directors / Managers
- Shared Services

### Purpose

1. To advise directorates and agencies of:
  - the Christmas shutdown period for 2019 for employees covered by the common terms of enterprise agreements; and
  - the dates of the Christmas/New Year public holidays.

### Christmas Shutdown and Christmas/New Year Public Holidays for 2019

2. Clause F11.3 of the common terms of enterprise agreements identify the Christmas shutdown period as the business days between 28 December and 31 December inclusive.
3. 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. 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 2019 Christmas/New Year period are as follows:

<b>Wednesday 25 December 2019</b>	Christmas Day declared public holiday – common terms clause F10.3.12
<b>Thursday 26 December 2019</b>	Boxing Day declared public holiday – common terms clause F10.3.13
<b>Friday 27 December 2019</b>	additional public holiday– common terms clause F10.4.1
<b>Monday 30 December 2019</b>	shutdown paid absence not taken from entitlements – common terms clause F11.3
<b>Tuesday 31 December 2019</b>	shutdown paid absence not taken from entitlements – common terms clause F11.3
<b>Wednesday 1 January 2020</b>	New Year’s Day declared public holiday – common terms clause F10.3.1

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, their entitlements are as specified in their enterprise agreement. These include enterprise agreements covering, medical practitioners, nurses and midwives, teachers (both EDU and CIT) and CIT general staff, among other employees.

### **Further Information**

9. The contact for further information is Mr Russell Noud, Executive Branch Manager, Public Sector Workplace Relations, Workforce Capability and Governance, Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

### **Review**

10. This advice will be reviewed in 12 months to reflect arrangements for 2020.

### **Approved By**



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Meredith Whitten  
Deputy Director-General  
Workforce Capability and Governance  
Chief Minister, Treasury and Economic Development Directorate  
On behalf of the Head of Service

25 September 2019