ACT PUBLIC SECTOR

CHRISTMAS SHUT DOWN AND PUBLIC HOLIDAYS FOR 2014

• HR Directors / Managers
• Shared Services

PURPOSE

1. To advise Directorates of the 2014 Christmas shutdown period for employees covered by common terms enterprise agreements and the dates of the Christmas/New Year public holidays.

ENTITLEMENTS

2. Clause F11 of the common terms enterprise agreements 2013-2017 identifies the Christmas shutdown period as the working days between 28 December and 31 December inclusive.

3. Employees covered by common terms enterprise agreements are entitled to two days of paid leave, 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 will receive pro rata paid leave based on the number of part time hours normally worked on those days.

4. The public holidays and the two days of paid leave during the Christmas/New Year period are as follows:

   • Thursday 25 December 2014 – Christmas Day (declared public holiday);
   • Friday 26 December 2014 – Boxing Day (declared public holiday);
   • Monday 29 December 2014 (additional public holiday under clause F10.2(n));
   • Tuesday 30 December 2014 (paid leave not taken from entitlements);
   • Wednesday 31 December 2014 (paid leave not taken from entitlements); and
   • Thursday 1 January 2015 – 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 payment in accordance with clause F11.5 or clause F11.6 of the common terms enterprise agreements.
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 at public holiday rates.

8. Employees who are covered by other than common terms enterprise agreements are subject to different entitlements as set out in the relevant agreement. They include employees covered by, among others, the ACT Public Service Nursing and Midwifery Enterprise Agreement 2013-2017, the ACT Public Sector Medical Practitioners Enterprise Agreement 2013-2017 and the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017.

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

REVIEW

10. This policy will be reviewed in 12 months to reflect arrangements for 2015.

APPROVAL AUTHORITY

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