

2017/2018 Christmas/New Year Compulsory Closure

◆ Title 2017/2018 Christmas/New Year Compulsory Closure

◆ Date May 2017

◆ Circular No. C1 - 17

Compulsory closure arrangements for the Christmas and New Year period are based on the benefits that result from closure during a traditionally low productivity period and providing the opportunity for staff to have a substantial break for family or other reasons.

Provisions

The closure arrangements will apply only where departmental requirements permit the absence of employees. Limited staffing arrangements may need to be implemented in some areas of departments to meet essential government and public needs.

The compulsory closure period will be from Monday 25 December 2017 to Monday 1 January 2018 inclusive. Leave for officers and employees participating in the compulsory closure is to be on the following basis –

- **Public Holiday (Christmas Day)** - Monday 25 December 2017
- **Public Holiday (Boxing Day)** - Tuesday 26 December 2017
- **Leave on full pay without debit (the concessional day)** - Wednesday 27 December 2017
- **Recreation Leave, TOIL or Accrued Hours** - Thursday 28 December 2017
- **Recreation Leave, TOIL or Accrued Hours** - Friday 29 December 2017
- **Public Holiday (New Year's Day)** - Monday 1 January 2018

Employees engaged in a service which requires continuous shift operations and who receive additional leave for such work are not entitled to participate in the closure arrangements.

Employees who are not engaged in continuous shift operations and who are required to work during the Christmas or New Year period are to be allowed one working day on full pay without debit to any leave account. This day may be taken at any time convenient to the employer, within the ensuing year.

Where an employee is absent on either annual (recreation) leave or long service leave extending over the compulsory closure period, the employee's leave is to be adjusted so that one working day is granted without debit to the relevant leave account. Where an employee is on half pay leave, the concessional day is paid at the full pay rate.

Part-time employees only qualify for the concessional day when their regular ordinary hours fall on that day. Payment is based on the ordinary regular hours ordinarily worked on that day. Part-time employees' regular working hours should not be amended purely to attract the benefits of the concessional day.

Senior Executives and Senior Officers and Equivalents

Consistent with the terms of their employment, senior executives (SES), senior officers (SO) and those at equivalent remuneration levels participating in the compulsory closure may be absent without debit to their accrued leave entitlements for the compulsory closure period. A chief executive may, however, determine otherwise for individual SES, SO or equivalent, in exceptional circumstances. Where a chief executive determines this concession is not available to an SES, SO or equivalent, but that officer is not required for duty, they will be required to apply for leave.

