

Overview

This policy outlines how the University will operate during the period between Christmas Day and New Year Day, inclusive of public holidays.

Policy

- 13.05.01** Academic and General staff (other than casual staff) are entitled to leave on full pay between and including the period of Christmas Day and New Year's Day.
- 13.05.02** Any day which falls during the Christmas break and is gazetted as a public holiday will form part of the Christmas break.
- 13.05.03** Should a General staff member be required to work during such Christmas break they will accrue time off equivalent to the quantum of time worked. Such time off should normally be taken within four (4) weeks of the Christmas break at a time mutually agreed between the employee and their Supervisor/Manager.

Further Information

HR Client Services	Arts & Sciences	ext. 3319 or 3947
	EBL & EHPS	ext. 3824 or 3433
	Support Services	ext. 2511

Approved Vice-Chancellor
RMO Document No:
Policy Review Date:
Responsibility for Review:

27 May 2007
D03/1339
30 June 2008
Human Resource Services