

Public Sector Industrial and Employee Relations

Level 4, 75 William Street, Brisbane QLD 4000

Telephone 323 90402

Facsimile 3229 5943

Circular No. C3-08

Date 30 June 2008

Title: 2008/2009 Christmas/New Year Compulsory Closure

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.

Leave for officers and employees participating in the compulsory closure is to be on the following basis –

Public Holiday (Christmas Day)

Thursday 25 December 2008

Public Holiday (Boxing Day)

Friday 26 December 2008

Leave on full pay without debit

Monday 29 December 2008

Recreation Leave, TOIL or Accrued Hours

Tuesday 30 December 2008

Recreation Leave, TOIL or Accrued Hours

Wednesday 31 December 2008

Public Holiday (New Years Day)

Thursday 1 January 2009

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 may be taken at any time convenient to the employer, within the ensuing year.

Where an employee is absent on 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 any leave account. This does not apply to an employee who is engaged in a service which requires continuous shift operations and who receives additional leave for such work. Special Leave without pay should not be granted in lieu of this leave.

Employees do not qualify for the one day's leave on full pay without debit to any leave account when absent on any other form of leave.

Part-time employees only qualify for the one day leave on full pay without debit 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 one day's leave on full pay without debit.

Departmental Options

There are a number of Christmas closure arrangements options –

- (i) The use of recreation leave (if no credit exists, future credits)
- (ii) The use of TOIL balances (not less than a full day);
- (iii) The use of accrued hours including banked rostered days off (not less than a full day or a rostered day off) available under relevant departmental hours of work arrangements and relevant industrial awards.

◆ Title 2008/2009 Christmas/New Year Closure

◆ Date 30 June 2008

◆ Circular No. C3-08

Please ensure when distributing this information within your agency that you nominate your own contact officer to respond to enquiries from staff within your agency.

PAUL CASEY
Executive Director

The Division of Public Sector Industrial and Employee Relations provides policy advice and consultancy and training services to Queensland Government departments and agencies. It is part of the Department of Employment and Industrial Relations. Enquiries about this circular should be directed to Angela Seeto on telephone 07 3239 0402.

- General enquiries about public sector industrial and employee relations matters should be directed to telephone 07 3239 0402.
- Written enquiries should be addressed to:
The Executive Director
Public Sector Industrial and Employee Relations
Department of Employment and Industrial Relations
GPO Box 69
BRISBANE Q 4001

Copies of all current circulars issued by Public Sector Industrial and Employee Relations are available from the department's web site at www.psier.qld.gov.au