

Policy A.10

Leave – Christmas Period



OBJECTIVE

To determine the period for which the Administrative Office and Depot operations may be substantially closed during the festive period, in recognition of the disruption to efficient operations which occurs during the festive period.

STATEMENT

The Administrative Office and Depot operations may be substantially closed at the discretion of the CEO for the period immediately prior to Christmas Day until after New Year's Day subject to:

- leave is to be deducted from accrued leave entitlements (with the exception of appropriate Award public holiday provisions);
- notice of the closure period being displayed at the Administration Office, in the Boyup Gazette and recorded on the telephone messaging system at least one month prior to the closure occurring.

The administration office shall be closed for a maximum of four (4) working days, excluding public holidays, over this period.

Shire Depot staff shall have a maximum of eight (8) working days, excluding public holidays, off over this period. This is subject to a skeleton crew of at least two (2) staff members working for at least five (5) of the working days.

The EBA roster system still applies.

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| POLICY NO. | A.10 |
| POLICY SUBJECT | Leave - Christmas Period |
| ADOPTION DATE | 17 June 2004 |
| LAST REVIEW DATE | 18 June 2020 |