Procedure: Public holidays and Christmas closedown

Purpose
To inform staff of public holiday and University closure entitlements in accordance with the ANU Enterprise Agreement.

Procedure

Public holidays
1. Any day gazetted or proclaimed as a public holiday, at the location the staff member is working, will be taken on full pay, except that a casual staff member who is not required to work on such a day will not be entitled to payment for that day.

2. The public holidays observed each year are:

<table>
<thead>
<tr>
<th>New Year’s Day</th>
<th>Anzac Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia Day</td>
<td>Queen’s Birthday</td>
</tr>
<tr>
<td>Canberra Day*</td>
<td>Reconciliation Day*</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Labour Day</td>
</tr>
<tr>
<td>Easter Saturday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Boxing Day</td>
</tr>
</tbody>
</table>

*ACT only

University closure
2. The closure of the University during the standard working days between 25 December and 1 January each year will be determined by the Vice–Chancellor. A College Dean or Service Division Director may vary these arrangements for an organisational unit in order to meet essential operational or research requirements. Where an organisational unit does close, the staff of that unit will be granted additional paid leave for those days which are not public holidays, and which they would otherwise have worked. Where an organisational unit is closed
and a staff member is directed to work, time in lieu will be granted for time worked.
Document information

Title: Public holidays and Christmas closedown

Document Type: Procedure

Document Number: ANUP_000614

Version: 8

Purpose: To inform staff of their entitlement to public holidays and arrangements for closure of the University during the Christmas - New Year period.

Audience: Staff, Staff- Academic, Staff- Professional

Category: Administrative

Topic: Staff

Subtopic: Leave & Absences

Effective Date: 23 Mar 2018

Review Date: 23 Mar 2022

Responsible Officer: Chief People Officer

Approved By: Chief Operating Officer (COO@anu.edu.au)

Contact Area: Human Resources Division (director.hr@anu.edu.au)

Authority: ANU Enterprise Agreement 2017 – 2021

Printed On: 9 Sep 2022

Please ensure you have the latest version of this document from the Policy Library website before referencing this.