



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

- 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.
- The public holidays observed each year are:

New Year's Day	Anzac Day
Australia Day	Queen's Birthday
Canberra Day*	Reconciliation Day*
Good Friday	Labour Day
Easter Saturday	Christmas Day
Easter Monday	Boxing Day

*ACT only

University closure

- 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.

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