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.
Title: Public holidays and Christmas closedown

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

Effective Date: 23 Mar 2018

Review Date: 23 Mar 2022

Responsible Officer: Director, Human Resources (director.hr@anu.edu.au)

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

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Authority: ANU Enterprise Agreement 2017 – 2021

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