Christmas/New Year University Leave Policy

Section 1 - Purpose and Objectives

(1) This Policy provides for the granting of Christmas/New Year University Leave by the University.

Section 2 - Definitions, Terms, Acronyms

Term	Definition
Authorised Officer	The officer authorised to exercise the relevant HR power or function in accordance with the Human Resources Sub-delegations Schedules.

Section 3 - Policy Scope/Coverage

(2) This Policy applies to all continuing, research (contingent funded) and fixed-term staff members. This Policy also applies to casual cleaners employed prior to 27 June 2005.

(3) This Policy will not apply to casual staff members (other than casual cleaners engaged prior to 27 June 2005) or those engaged to perform unpaid duties at the University.

(4) This Policy may not apply to staff members who are appointed to seasonal or temporary appointments made over the end of the year semester break, e.g. student vacation employees. Students appointed as vacation employees should check their entitlement to Christmas/New Year leave with the Human Resources Division.

Section 4 - Policy Statement

(5) Subject to the Authorised Officer's approval, University staff members who are not required to maintain essential services are usually granted paid leave on the days between Boxing Day and New Year's Day each year.

Section 5 - Christmas/New Year University Leave

(6) The arrangements whereby staff members are granted or directed to take leave on the days between Boxing Day and New Year's Day are reviewed annually and determined by the Authorised Officer.

(7) A staff member who is required to work during the period between Boxing Day and New Year’s Day may access an equivalent number of days as time-off-in-lieu of University holidays, to be taken at a time convenient to the staff member and the organisational unit. A staff member may apply for time-off-in-lieu of Christmas/New Year University Leave.

(8) Where a staff member is granted leave on the days between Boxing Day and New Year's Day, they are not required to apply for this leave.

(9) Christmas/New Year Leave is not granted on Christmas Eve.

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(10) A staff member can apply for a period of Recreation Leave (otherwise referred to as Annual Leave).

Status and Details

Status	Current
Effective Date	23rd September 2021
Review Date	23rd September 2026
Approval Authority	Vice-Chancellor and President
Approval Date	23rd September 2021
Expiry Date	Not Applicable
Policy Owner	Phil Vaughan Chief Human Resources Officer
Enquiries Contact	Human Resources Division

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