

Memorandum

To: All Staff

From: Executive Director, Human Resources

Date: 12 September 2016

Subject: **2016/2017 Christmas/New Year Closedown**

The Vice-Chancellor has approved the closure of the University over the 2016/2017 Christmas/New Year period (except for areas where activities have been approved) in our different campus locations and has granted all staff (other than casual staff) who are on duty on the morning of Friday, 23 December 2016 a half-day concessional holiday from 12.30 pm.

Academic staff teaching in Session 3 should discuss with their Head of School whether they need to work during the closedown. Approval is at the discretion of the Head of School and leave arrangements are managed between the Head of School and the staff member. Any leave bookings should be made through Web Kiosk.

In all locations the University will close from 12.30 pm on Friday, 23 December 2016 to Monday, 2 January 2017 (inclusive) for both academic and general staff. The University will reopen on Tuesday, 3 January 2017.

The public holidays, annual leave (or flexi-time for professional/general staff) that staff will be required to take during the Christmas/New Year period are as follows:

Day	Date	Staff in NSW	Staff in ACT and Victoria
Monday	19.12.2016	Normal work day	Normal work day
Tuesday	20.12.2016	Normal work day	Normal work day
Wednesday	21.12.2016	Normal work day	Normal work day
Thursday	22.12.2016	Normal work day	Normal work day
Friday	23.12.2016	<i>½ day Concessional Holiday (for staff in attendance)</i>	<i>½ day Concessional Holiday (for staff in attendance)</i>
Saturday	24.12.2016	Weekend	Weekend
Sunday	25.12.2016	Christmas Day	Christmas Day
Monday	26.12.2016	Boxing Day	Boxing Day
Tuesday	27.12.2016	Additional Public Holiday gazetted due to Christmas Day falling on a weekend	Additional Public Holiday gazetted due to Christmas Day falling on a weekend
Wednesday	28.12.2016	Public Holiday <i>in lieu</i> of August Bank Holiday	Annual Leave (or flexi-time)
Thursday	29.12.2016	Annual Leave (or flexi-time)	Annual Leave (or flexi-time)
Friday	30.12.2016	Annual Leave (or flexi-time)	Annual Leave (or flexi-time)
Saturday	31.12.2016	Weekend	Weekend
Sunday	01.01.2017	New Year's Day	New Year's Day
Monday	02.01.2017	Additional Public Holiday gazetted due to New Year's Day falling on a weekend	Additional Public Holiday gazetted due to New Year's Day falling on a weekend
Tuesday	03.01.2017	Campus re-opens Normal work day	Campus re-opens Normal work day

Staff who have worked the morning of Friday, 23 December 2016 will not be required to work beyond 12.30 pm except where required by their Head of Section to deliver classes or provide academic or support services which are important to ensure a high quality student experience. Staff who are required for duty on the afternoon of Friday, 23 December 2016 will be given a half day in lieu to be negotiated with their supervisor and taken within one month from that date.

In the case of part-time staff who are required to work their normal hours of duty on the morning of Friday, 23 December 2016 such staff will work their normal hours of duty and, where applicable, shall not work beyond 12.30 pm.

Please note that the half-day concessional holiday is only available for staff in attendance. Any annual leave or flexi-time taken on the morning of Friday, 23 December 2016 negates the concessional leave, ie a full day's leave or flexi-time must be taken.

In all other respects, annual leave is to be taken in accordance with the provisions of the *Charles Sturt University Enterprise Agreement 2013 – 2016*.

Leave Administration

With the exception of part-time employees without a set roster, staff members intending to take annual leave or flexi-time on Friday, 23 December should book a whole day of leave via the Web Kiosk at <https://webkiosk.csu.edu.au>

Part-time employees without a set roster will need to use the paper based form and submit it to Human Resources. The form is available at http://www.csu.edu.au/_data/assets/pdf_file/0005/707594/leave-form-annual-personal.pdf

Leave will be automatically booked by HR for all staff who do not have a Web Kiosk booking in place over the Christmas closedown period. Therefore, if staff are required to work over the closedown, an email should be sent to hr@csu.edu.au from their supervisor approving the necessity to work. Further details will be provided in the coming months.

Pay Arrangements – Christmas/New Year

The annual leave loading for eligible staff will be paid on the payday of **1 December 2016**.

Online **Web Kiosk** timesheet submission dates will be as advised by your timesheet approver. Web Kiosk timesheet **approval** deadlines are as outlined below.

Submission of Casual/Penalty/Overtime Claim forms and Timesheets to the HR Service Centre at hr@csu.edu.au is as outlined below.

1. Payday – 15 December 2016

Casual/Penalty/Overtime Claim Forms and Timesheets must reach the HR Service Centre by 5 pm on Monday, 5 December 2016.

Timesheet **approval** deadlines for timesheets submitted via Web Kiosk will be 4 pm on Monday, 12 December 2016.

2. Payday – 29 December 2016

Casual/Penalty/Overtime Claim Forms and Timesheets must reach the HR Service Centre by 5 pm on Monday, 12 December 2016.

Timesheet **approval** deadlines for timesheets submitted via Web Kiosk will be 12 noon on Monday, 19 December 2016.

In the event of any variation to the Salary Claim Forms/Timesheets submitted, an amendment must be submitted as soon as possible.

Should you have any questions concerning the 2016/2017 leave arrangements, please contact the HR Service Centre at hr@csu.edu.au.

Further information regarding 2016 Public Holidays relevant to CSU employees can be found at: https://www.csu.edu.au/_data/assets/pdf_file/0007/149677/Other-Information-Leave.pdf

Adam Browne
Executive Director, Human Resources