Memorandum

To Vice-Chancellor
Deputy Vice-Chancellors
Divisional Heads
Deans
Directors
Heads of Departments

From Luke Morrison, HR Manager – Promotions & Remuneration

Date 4 August 2016

Re Christmas and New Year 2016/2017 Arrangements

The University's arrangements for the Christmas and New Year break for 2016/2017 are confirmed as follows.

1. Christmas and New Year period

Where practicable, departments are expected to be closed for the entire duration of the period Friday, 23 December 2016 to Tuesday, 3 January 2017 (inclusive) to allow staff an opportunity to enjoy an extended break from work. It is acknowledged that this may not be possible for some (for example, joint clinical staff) and that there may be different holiday arrangements for these people.

The following weekdays are included in the Christmas/New Year period:

- Friday, 23 December 2016 – annual leave
- Monday, 26 December 2016 – public holiday
- Tuesday, 27 December 2016 – public holiday
- Wednesday, 28 December 2016 – annual leave
- Thursday, 29 December 2016 – annual leave
- Friday, 30 December 2016 – annual leave
- Monday, 2 January 2017 – public holiday
- Tuesday, 3 January 2017 – public holiday

The four weekdays that are not public holidays (i.e. 23, 28, 29 and 30 December) are to be booked as annual leave. Where an employee has insufficient annual leave, the days may be taken as leave without pay or they may anticipate leave (i.e. take it before it is due) with the prior approval of their Head of Department or Manager.

Each staff member is responsible for entering their annual leave days in staff web kiosk. Managers can check who has entered this leave using the Business Objects report entitled 'December Leave Bookings'.

2. Departments that must stay open during the Christmas and New Year period

Heads of Departments should **seek formal approval from their Divisional Head (or the Dean of the School in the Division of Health Sciences)** should it not be possible to close their Departments, or parts of their Departments, during this time due to essential work requirements.

When staff are required to work during the Christmas/New Year break, the general University closure at this time will clearly not apply to them. For staff authorised to work during this period the form -

Notification of approval to work during 2016/2017 Christmas & New Year Period must be completed and sent to Payroll Services. This will appear on the December Leave Bookings report once entered.

3. Clinical staff

For staff with clinical duties with a District Health Board, the close down period does not apply for those staff who are rostered by the DHB to perform clinical duties at that time. In this circumstance, people are not expected to be on annual leave from the University and will be paid in the usual way. Where staff are rostered to work, the Academic Head and Payroll should be advised beforehand.

4. Managing leave

Where a staff member has a carry forward balance greater than 10 days then the person will take annual leave from the first normal working day following 1 January 2017 for a period sufficient to reduce the carry forward balance to 10 days, **unless** the Divisional Head or Dean (where applicable) expressly agrees otherwise in writing (this approval **must** be copied to Payroll Services).

Who to contact for advice

Leave management advice:

Your client based Divisional HR Manager, Senior Adviser, or Adviser.
http://www.otago.ac.nz/humanresources/contacts/staff/index.html

Understanding the report/process:

Payroll Services, email: payroll@otago.ac.nz

The Annual Leave Policy is available at:

http://www.otago.ac.nz/administration/policies/otago003041.html