EMPLOYEE RELATIONS STRATEGIES

Planning a Christmas shutdown?

Here's what to know.

If you're planning to close over Christmas and New Year, let affected employees know **in writing** as early as possible. Even if your award or enterprise agreement doesn't require written notice, it's best practice. It gives staff time to plan and gives you time to work through any leave shortfalls.

WRITTEN NOTICE

28 days

Needed under many awards to direct annual leave. Some require longer.

Directing staff to take annual leave?

Check whether your award or enterprise agreement allows it and how much notice you need to give. Here are some of the major awards with this requirement.

Clerks – Private Sector cl. 32.5	28 days	**General Retail Industry** cl. 28.4	28 days
Restaurant Industry cl. 25.4	28 days	**Hospitality Industry (General)** cl. 30.4	28 days
Hair and Beauty Industry cl. 24.3	28 days	**Real Estate** cl. 20.5	28 days
Banking, Finance and Insurance cl. 22.5	28 days	**Vehicle Repair, Services and Retail** cl. 29.6	28 days
Manufacturing and Associated Industries and Occupations cl. 34.7	28 days	**Storage Services and Wholesale** cl. 24.5	One month
Children's Services cl. 24.4 Christmas vacation shutdowns only	28 days	**Building and Construction General On-site** cl. 31.3 Christmas and New Year shutdowns	Two months

Under these clauses, a shorter notice period can apply if the employer and a majority of the relevant employees agree.

Your shutdown checklist

01

Confirm the dates

Tell staff when the shutdown starts, when work resumes and how leave will be handled. Confirm this in writing.

02

Check leave balances

If someone won't have enough accrued leave, discuss their options early. Annual leave in advance or unpaid leave may be agreed where permitted.

03

Account for public holidays

If a public holiday falls on a day an employee would ordinarily work, keep it out of their annual leave deduction.