

Memorandum

To: All Staff

From: Executive Director, Human Resources

Date: 14 August 2018

Subject: **2018/2019 Christmas/New Year Closedown**

The Vice-Chancellor has approved the closure of the University over the 2018/2019 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, 21 December 2018 a concessional holiday from 12.30pm.

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.

This year UAC will be issuing offers to prospective students on 20 December. Some professional/general staff may be required to work during the closedown to ensure that prospective students' queries are answered during this critical time. Supervisors will communicate further with staff affected by the change.

All locations of the University will close from 12.30pm on Friday, 21 December 2018 to Tuesday, 1 January 2019 (inclusive) for both academic and professional/general staff. The University will reopen on Wednesday, 2 January 2019.

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	17.12.2018	Normal work day	Normal work day
Tuesday	18.12.2018	Normal work day	Normal work day
Wednesday	19.12.2018	Normal work day	Normal work day
Thursday	20.12.2018	Normal work day	Normal work day
Friday	21.12.2018	<i>Concessional Holiday from 12.30pm (for staff in attendance)</i>	<i>Concessional Holiday from 12.30pm (for staff in attendance)</i>
Saturday	22.12.2018	Weekend	Weekend
Sunday	23.12.2018	Weekend	Weekend
Monday	24.12.2018	Annual Leave (or flexi-time)	Annual Leave (or flexi-time)
Tuesday	25.12.2018	Christmas Day	Christmas Day
Wednesday	26.12.2018	Boxing Day	Boxing Day
Thursday	27.12.2018	Public Holiday in lieu of August Bank Holiday	Annual Leave (or flexi-time)
Friday	28.12.2018	Annual Leave (or flexi-time)	Annual Leave (or flexi-time)
Saturday	29.12.2018	Weekend	Weekend
Sunday	30.12.2018	Weekend	Weekend
Monday	31.12.2018	Annual Leave (or flexi-time)	Annual Leave (or flexi-time)
Tuesday	01.01.2019	Public Holiday	Public Holiday
Wednesday	02.01.2019	University re-opens Normal work day	University re-opens Normal work day

Staff who have worked the morning of Friday, 21 December 2018 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; or
- to respond to enquiries from prospective students regarding UAC offers.

Staff who are required for duty on the afternoon of Friday, 21 December 2018 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, 21 December 2018, such staff will work their normal hours of duty and, where applicable, shall not work beyond 12.30pm.

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, 21 December 2018 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 Leave Manual.

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, 21 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 **13 December 2018**.

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 – 13 December 2018

Casual/Penalty/Overtime Claim Forms and Timesheets must reach the HR Service Centre by 5.00pm on Monday, 3 December 2018.

Timesheet **approval** deadlines for timesheets submitted via Web Kiosk will be 11.00am on Tuesday, 11 December 2018.

2. Payday – 27 December 2018

Casual/Penalty/Overtime Claim Forms and Timesheets must reach the HR Service Centre by 5.00pm on Monday, 10 December 2018.

Timesheet **approval** deadlines for timesheets submitted via Web Kiosk will be 12 noon on Monday, 17 December 2018.

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 2018/2019 leave arrangements, please contact the HR Service Centre via hr@csu.edu.au.

Further information regarding 2018 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