End of Year Closedown Period

2016/2017 Official ‘Christmas Closedown’ Period

The official 2016/2017 University ‘Closedown’ period was approved at the 27 October 2015 Planning and Management Committee (P&MC) meeting, as detailed below:

<table>
<thead>
<tr>
<th>Monday 19/12/16</th>
<th>Tuesday 20/12/16</th>
<th>Wednesday 21/12/16</th>
<th>Thursday 22/12/16</th>
<th>Friday 23/12/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Day</td>
<td>Working Day</td>
<td>Working Day</td>
<td>Working Day</td>
<td>Closedown</td>
</tr>
<tr>
<td>Monday 26/12/16</td>
<td>Tuesday 27/12/16</td>
<td>Wednesday 28/12/16</td>
<td>Thursday 29/12/16</td>
<td>Friday 30/12/16</td>
</tr>
<tr>
<td>Public Holiday (In lieu of Christmas)</td>
<td>Public Holiday (In lieu of Boxing day)</td>
<td>Closedown</td>
<td>Closedown</td>
<td>Closedown</td>
</tr>
<tr>
<td>Monday 02/01/17</td>
<td>Tuesday 03/01/17</td>
<td>Wednesday 04/01/17</td>
<td>Thursday 05/01/17</td>
<td>Friday 06/01/17</td>
</tr>
</tbody>
</table>

The University is open on Tuesday 3 January 2017.

Areas may need to vary their own periods of closure according to business requirements.

All fixed term and continuing staff are entitled to the official ‘Closedown’ period, regardless of:

• time structure,
• start date during the year, or
• whether non Curtin public holidays have been worked during the year.

Fixed term and continuing staff who have worked the non Curtin public holidays during the year are granted days in lieu for this arrangement for the number of these days that were worked. In effect, this may mean that many work areas, subject to operational requirements and managerial approval, will elect to ‘closedown’ from Tuesday 20/12/2016.

In previous years, work areas have advised the University community of their individual Christmas Closedown arrangements via global emails. P&MC have agreed that HR will work with the Executive Managers to provide advice on the Christmas Closedown periods for their respective University areas.

If you have any further queries on this matter, please contact the HR help desk via:
Email: hrservicedesk@curtin.edu.au

Regards
Travis Moore
Manager, Remuneration and Appointment Services

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