

ST6. Public Service Holidays – Extra Leave Policy

Policy Objective

This policy is to continue the provision of “Public Service Holidays” as “Extra Leave” and to determine the time of year during which the “Extra Leave” is to be taken.

Policy Statement

Two (2) public service holidays were historically taken by local government on the 2nd of January and on Easter Tuesday as part of the Local Government & the public sector awards. This provision has been taken from the Local Government Industrial Award as of the 1st January 2010

In order to maintain the current entitlements of its employees, the Shire of Dundas policy is to grant two (2) days of “Extra Leave” to compensate for the “Public Service Holidays” to which employees were previously entitled.

In order to maintain a level of service to the community and business, the employees of the Shire will take the “Extra Leave” during the period between Christmas and New Year subject to the following

- There is no operational need for the employees during that time.
- The Shire continues to maintain the closure of the administration office at that time.

Employees required to work during that period (other than public holidays) will be paid normal hourly rates and receive leave in lieu for those hours worked and any other conditions as prescribed in the Award. Work undertaken on public holidays will be treated in accordance with the Award.

Policy Reviewed October 2020