



DFSI Christmas Closedown

The Christmas closedown is designed to encourage all areas of public sector agencies not involved in delivering front line services to shut down for two weeks over the Christmas and New Year period. The closedown enables employees to enjoy valuable time off with family and friends, and is an important part of the NSW Government's strategy to reduce recreation leave and accrued work time liabilities throughout the public sector.

Christmas Closedown Dates

The Christmas closedown period for 2017-18 for the Department of Finance, Services and Innovation is from Monday 25 December 2017, to Friday 5 January 2018 inclusive, consistent with the Premier's Memorandum M2016-01.

DFSI Christmas Closedown

Local management will determine appropriate staffing levels needed to maintain service delivery for necessary or frontline services. Please refer to advice provided by local management in relation to working arrangements during the closedown period.

The Christmas closedown will operate in all other DFSI areas. Employees who wish to work during the closedown should discuss the matter with their line manager and efforts will be made to find suitable alternative work in a business unit operating during this period.

All employees are encouraged to use their recreation leave and other forms of leave during the closedown period.

However, unless required to be on duty over the closedown, employees with an accrued recreation leave balance of 30 days or more are required to take 10 consecutive days of recreation leave, excluding public holidays that occur within that period. This will also apply to part time staff on the appropriate pro rata accrued recreation leave balance, consistent with the *Crown Employees (Public Service Conditions of Employment) Award 2009*.

Public Holidays

The Christmas and New Year public holidays for NSW during the closedown period are:

- Monday, 25 December 2017 – Christmas Day
- Tuesday, 26 December 2017 – Boxing Day
- Wednesday, 27 December 2017 – DFSI Public Service Holiday
- Monday, 1 January 2018 – New Year's Day

Applicable wages staff under the Crown Employees Wages Staff Award 2017, who have received a public holiday in accordance with their Award, will not be eligible for the DFSI Public Service Holiday on 27 December 2017.



Concessional Leave

Traditionally the Premier has granted half day concessional leave on 24 December to public service employees. From 2016 onwards, this half day concession is only available to employees who are required to work on Christmas Eve and during the Christmas close down.

2017 concessional leave is available for only those employees required to work on Christmas Eve, i.e. 24 December. As Friday 22 December 2017 is not Christmas Eve, the concessional leave will not be applied on that day.

Conservation of Leave

As per clause 5.6.8 of the new Flexible Working hours Agreement (FWHA), "should an employee have an excess accrual of recreational leave of over thirty (30) days, flex leave cannot be taken and employees should be placed on standard hours so as to not accrue additional credit hours until recreational leave balance is below thirty (30) days."

It is understood that in rare circumstances, employees may seek to accrue additional leave for a future planned holiday. In order to maintain access to Flexible Working Hours (including the ability to accumulate additional work time and take flex days) a Recreation Leave Conservation Plan, approved by your Director must be in place. The leave plan must include dates of future leave which will reduce an employee's accrual below 30 days within 6 months.

Contact

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