

3.2.6 ANNUAL CLOSURE DURING CHRISTMAS PERIOD

1. Purpose

The purpose of this policy is designate the closure of the Shire of Kent operations during the Christmas and New Year period each year.

2. Scope

All Shire of Kent employees.

3. Policy statement

The Shire of Kent Administration Office, Nyabing Works Depot, and Pingrup Works Depot will close annually between Christmas Day and New Year's Day.

All operations will cease at 12 noon on the last working day before Christmas, and re-open for normal business hours on the first working day following New Year's Day.

The Chief Executive Officer will ensure that an emergency contact list is maintained for senior officers and key personnel and the closures being widely advertised prior.

4. Advertising the closure

To ensure the community are aware of the closure, a minimum of three weeks prior to commencement of the closure period, the CEO or their delegate will notify all Shire employees of the closure dates for that year and advertise the dates of the closure period on the Shire's:

- website,
- social media page (Facebook), and
- public noticeboards.

These advertisements are to include details of the emergency contact number(s) for customers to access essential operations during the closure period.

5. Maintaining essential services

The CEO may determine some services to be essential during the closure period and authorise employees to work during the closure or be on call, in accordance with the relevant employee conditions/industry award

6. Leave arrangements for employees

To cover any ordinary working days during the closure period that are not a public holiday, employees are to apply for their required amount of leave utilising any accrued RDOs first and then any accrued Annual Leave. Employees with insufficient paid leave will be expected to take time off without pay.

7. Definitions

Working days means Monday through to Friday.

8. Variation to this policy

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

Document Control

Policy Number	3.2.6
Policy Version	1
Creation Date	20 November 2024
Last Review Date	N/A
Next Review Due	This policy will be reviewed annually or more often where circumstances require.
Legislation:	<i>Local Government Act 1995</i>
Related Documents:	Shire of Kent Community Strategic Plan Shire of Kent Employee Code of Conduct 2021