



Frequently
asked
Questions

**4 TIPS IF YOU ARE
EMPLOYING OVER THE
CHRISTMAS/NEW YEAR
PERIOD**

Have employees working over the holidays? Closing for the Christmas break?

KNOW YOUR LEGAL OBLIGATIONS

Recent studies show 34% employees plan to take leave because the business will shut down during over the Christmas/New Year period.

Whether your business is shut or not, understanding your legal obligations as an employer during the holiday season means being aware of your legal responsibilities. Here are the top four most frequently asked questions about employing staff during this time:

4 TIPS FOR EMPLOYEES WORKING DURING THE HOLIDAY SEASON

1. CAN I ASK EMPLOYEES TO WORK ON PUBLIC HOLIDAYS OVER CHRISTMAS?

The answer is yes however it cannot be mandatory. Use this link.

[Working on Public Holidays](#)

2. ARE THERE DIFFERENT PAY REQUIREMENTS FOR PUBLIC HOLIDAYS?

General rule of thumb is yes. Be aware of the award or agreement covering your employees.

[List of Awards & Agreements](#)

3. CAN I DIRECT EMPLOYEES TO USE ANNUAL LEAVE DURING SHUT DOWN?

Yes, provided guidelines are taken into account. Covering annual shut down plans in the Letter of Employment and letting employees know in advance are the best ways to avoid problems.

[Employee Annual Leave Guidelines](#)

4. WHAT IF AN EMPLOYEE DOESN'T HAVE ENOUGH ACCRUED LEAVE?

If the award or agreement provides for it, you can direct an employee to take annual leave in advance of accrual, or unpaid leave, for some or all of the time.

[Annual Leave during Shut Down](#)