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## Memorandum

**To:** All Staff  
**From:** Executive Director, Human Resources  
**Date:** 7 September 2009  
**Subject:** **2009/2010 Christmas/New Year Close Down**

The Vice-Chancellor has approved the closure of the University (except for areas where activities have been approved) from 12.30 pm on Thursday, 24 December 2009 to Friday, 1 January 2010 (inclusive) for both academic and general staff. The University will reopen on Monday, 4 January 2010.

The public holidays, annual leave (or flexi-time for general staff) that staff will be required to take during the Christmas/New Year period are as follows:

Day	Date	Staff in NSW & ACT	Staff in Ontario
Thursday	24.12.2009	½ day Concessional Holiday (for staff in attendance)	½ day Concessional Holiday (for staff in attendance)
Friday	25.12.2009	Christmas Day	Christmas Day
Saturday	26.12.2009	N/A - weekend	Boxing Day
Sunday	27.12.2009	N/A - weekend	N/A - weekend
Monday	28.12.2009	Boxing Day	Public Holiday <i>in lieu</i> of August Bank Holiday
Tuesday	29.12.2009	Public Holiday <i>in lieu</i> of August Bank Holiday	<b>Annual Leave (or flexi</b>
<b>Wednesday</b>	<b>30.12.2009</b>	<b>Annual Leave (or flexi-time)</b>	<b>Annual Leave (or flexi</b>
<b>Thursday</b>	<b>31.12.2009</b>	<b>Annual Leave (or flexi-time)</b>	<b>Annual Leave (or flexi</b>
Friday	01.01.2010	New Year's Day	New Year's Day

Staff will not be required to work beyond 12.30 pm on Thursday, 24 December 2009, except where required by their Head of Section. Staff who are required to work on the afternoon of 24 December 2009 will be given a half day *in lieu* to be taken within one month of that date.

In the case of part-time staff who are required to work their normal hours of duty on the morning of 24 December 2009, such staff will work their normal hours of duty and, where applicable, shall not work beyond 12.30 pm.

Annual leave or flexi-time taken on the morning of Thursday, 24 December 2009 negates the concessional leave; ie, a full day's leave or flexi-time must be taken on 24 December 2009.

In all other respects, annual leave is to be taken in accordance with the provisions of the *Charles Sturt University Enterprise Agreement 2005 – 2008*.

**Leave administration**

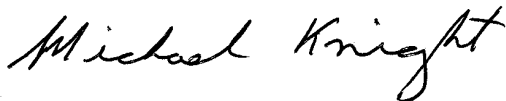
With the exception of part-time employees without a set roster, all employees are required to apply for leave via the leave online facility of the Web Kiosk:

<http://www.csu.edu.au/division/hr/online/web-kiosk/web-kiosk.htm>

Part-time employees without a set roster will need to use the paper based form and submit it to Human Resources. The form is available at:

<http://www.csu.edu.au/division/hr/hr-forms/leave-applications.html>

Should you have any questions concerning the 2009/2010 leave arrangements, please contact the HR Service Centre at [hr@csu.edu.au](mailto:hr@csu.edu.au).



Michael Knight  
Executive Director, Human Resources

## ATTACHMENT

### **Pay Arrangements – Christmas/New Year**

The annual leave loading for both academic and general staff will be paid on the payday of **26 November 2009**.

Submission of Casual/Penalty/Overtime Claim forms and Timesheets to the HR Service Centre at [hr@csu.edu.au](mailto:hr@csu.edu.au) is as outlined below. If Timesheets Online has been rolled out to your area, submission dates will be as advised by your timesheet approver.

#### **1. Payday – 24 December 2009**

Casual/Penalty/Overtime Claim Forms and Timesheets must reach the HR Service Centre by 5.00 pm on Monday, 7 December 2009.

Timesheet **approval** deadlines for Timesheets Online will be 2 pm on Thursday, 17 December 2009.

To be paid on 24 December 2009.

#### **2. Payday – 7 January 2010**

Casual/Penalty/Overtime Claim Forms and Timesheets must reach the HR Service Centre by 5 pm on Thursday, 17 December 2009.

Timesheet **approval** deadlines for Timesheets Online will be 2 pm on Wednesday, 23 December 2009.

To be paid on 7 January 2010.

*In the event of any variation to the Salary Claim Forms/Timesheets submitted during the Christmas/New Year period, an amendment must be submitted as soon as possible.*