

TITLE

C125 STAFF - CHRISTMAS 'CLOSE-DOWN' PERIOD

DEPARTMENT

Corporate Services

POLICY DIRECTIVE

To provide for the closing of the Council offices and works depot between Christmas and New Year.

HISTORY

Council Resolution No 306/91 adopted at the Ordinary Meeting of 19 November 1991.

Council Resolution No 176/00 adopted at the Ordinary Meeting of 18 April 2000, to include alterations to policy.

Council Resolution No 499/01 adopted at the Ordinary Meeting of 16 October 2001.

POLICY

It is Council policy that:

1. The Council offices and works depot will be closed between the Christmas and New Year period;
2. Accumulated RDO's, annual leave entitlements or unpaid leave to be used by Council employees for leave taken during this period;
3. Certain employees will be made available during this period to deal with any emergency that may arise; and
4. Emergency services arrangements to be publicly notified and advertised prior to Christmas.

ADDITIONAL INFORMATION