

Christmas Shutdown Reminder

Seasons greetings!

With this year's Christmas fast approaching it is important appropriate arrangements are in place for both your employees and clients.



Here are some useful tips on things you should consider when preparing for the Christmas shutdown:

For your employees

If your business is planning to shutdown over the Christmas period, there is no official or designated Christmas shutdown period, except for the statutory Public Holidays.

For any statutory Public Holiday, your employees are entitled to ordinary pay which would have otherwise been received on that day. Any time taken by employees as Annual Leave does not include Public Holidays and Rostered Days Off.

Public Holidays and Rostered Days Off over this Christmas / New Year season are:

Holidays and Rostered Days Off	Date
Christmas Day	Thursday 25 December 2008
Boxing Day	Friday 26 December 2008
RDO (flexible)	Wednesday 31 December 2008
New Year's Day	Thursday 1 January 2009
Australia Day	Monday 26 January 2009
RDO (fixed)	Tuesday 27 January 2009

Also be aware if you employ under the Building and Construction Industry (State) Award or NAPSA, any employee terminated within 10 days of a public holiday or group of public holidays, such as Christmas-New Year, will be entitled to pay for this period on termination.

For your works in progress

If you are using a HIA Building Contract, and have an **ongoing project** that will not be completed until after the Christmas / New Year period, you should give written notice to your client informing them of your intention to shut down over this period.

If your contract allows you, you should also make any extension of time (EOT) for the industry shutdown period during this time.

Make sure that you follow the procedure within the contract when claiming your EOT. Under HIA Building Contracts, the EOT notice must detail the reason for the delay, and the period in which you require an extension of time. This notice must be provided to the client 20 working days prior to the Christmas Shutdown period.

For any **new contracts** you sign up where you expect to start works before Christmas, you are required take into account the anticipated delays during the Christmas shutdown period when calculating your building period.

You should also be aware of site security at this time of the year and take steps to ensure that items like appliances, unfixed materials and equipment are hidden, locked away or removed from site to minimise the potential for theft or injury.