



Working Public Holidays

Policy

Introduction

Our operations, and many of our supporting functions, continue working 24/7, 365 days a year. We roster shifts and continue working throughout public holiday periods to ensure safe and productive operations. We notify employees of their roster well in advance, including the public holidays that fall within their rostered working time.

Our employees' annual salary rates already factor in payment for work on public holidays, nights and weekends where relevant as part of regular roster arrangements throughout the year. This is part of the overall package that compensates our employees for all work performed.

Scope

This Policy applies to all Employees in Australia who are rostered to work on public holidays. This policy covers all public holidays during the course of a year.

Request to Work

As we know, our operations are 24/7, 365 day a year, including public holidays.

If you are rostered to work one or more public holidays during the course of a year, we are requesting you to work those days and we believe this a reasonable request, in light of our operational requirements and remuneration structure.

The Fair Work Act permits an employer to request an employee to work on a public holiday if the request is reasonable and provides that, if an employer requests an employee to work on a public holiday, the employee may refuse the request if the request is not reasonable, or the refusal is reasonable.

Refusal To Work

The Fair Work Act provides a process for employers to request employees to work public holidays and the right for employees to refuse the request if that refusal is reasonable.

If an Employee who is **requested** to work wishes to **refuse** that request to work, they should communicate this refusal and their reasons, in writing, to their Line Leader.

A refusal to work must be submitted at least four weeks prior to the relevant Public Holiday. If the refusal is not communicated until after that time, this delay will be considered by your Line Leader when reviewing the reasonableness of your refusal.

Your Line Leader will confirm our position on whether we still expect you to work on the public holiday, considering all relevant circumstances, including our operational requirements.

An employee is only permitted to be absent from work if their refusal is reasonable (or the request to work is not reasonable) or they are on a period of pre-approved leave. If we do not consider that the refusal to work is reasonable, the refusal will be rejected, and the Employee will be expected to attend work as usual.

A refusal to work on an individual public holiday is different from a request for a period of leave. The process for applying for leave is set out in the relevant Human Resources Policy Schedules.

Further information

If further support or information is required, please contact Employee Relations.

Document Administration

Document Ownership

Document Role	Business Role
Policy Owner	Head of Employee Relations
Policy Approver	Vice President Employee Relations

Version Management

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