

2025 SCU Christmas Closure Period: Frequently Asked Questions for Employees*

1. What is the SCU Christmas closure period?

The SCU Christmas closure period refers to the days over the Christmas period when the University is closed. For 2025, this period covers Monday 22 December 2025 until Friday 2 January 2026 (inclusive).

Unless you are specifically advised by your Head of Work Unit, you will not be required to attend work between Monday 22 December 2025 and Friday 2 January 2026 (inclusive).

As per the table below, staff are directed to take annual leave on:

- Monday 22 December 2025,
- Tuesday 23 December 2025, and
- Friday 2 January 2026.

On Wednesday 24 December 2025, the University is *gifting* staff an additional paid leave day for staff who would otherwise usually work on this day (excluding casuals).

Monday 22 nd Dec	Tuesday 23 rd Dec	Wednesday 24 th Dec	Thursday 25 th Dec	Friday 26 th Dec
University Closed Annual Leave	University Closed Annual Leave	University Closed University Gifted Day	University Closed Christmas Day Public Holiday	University Closed Boxing Day Public Holiday
29 th Dec	30 th Dec	31 st Dec	1 st Jan	2 nd Jan
University Closed August Bank Holiday Public Holiday	University Closed University Concessional Day	University Closed University Concessional Day	University Closed New Years Day Public Holiday	University Closed Annual Leave

The University will reopen on Monday 5 January 2026.

2. I am being directed to take annual leave on Monday 22 December 2025, Tuesday 23 December 2025 and Friday 2 January 2026 - what does that mean?

The University may reasonably direct employees to take annual leave during an advised University closure. This means all employees are directed to take annual leave on 22 December 2025, 23 December 2025 and 2 January 2026.

Annual leave will be automatically applied for these three days. You do not need to apply for the leave.

If you are required to work during this period, your Head of Work Unit will notify the People and Culture team with adjustments made in the pay period processed on 29 January 2026. This ensures your pay records are accurately updated and that any hours worked are paid correctly, with the annual leave credited to your balance accordingly.

* These arrangements do not apply to Campus Services and SCU Ventures staff, who will be advised separately of the arrangements for their work areas.

3. What if I don't have enough annual leave?

If you do not have sufficient accrued annual leave, your leave balance will be put into negative leave for the required hours. Alternatively, leave without pay may be considered upon request.

4. Will negative leave affect my future annual leave accrual?

If negative leave is applied, future leave accruals will be adjusted accordingly.

5. Can I use flexi leave instead of annual leave for any of the 3 days directed annual leave?

No. Staff are directed to take annual leave on these days. Flexi leave cannot be utilised instead of annual leave in this instance.

6. What happens on the Gifted Day - Wednesday 24 December 2025?

On Wednesday 24 December 2025, staff will not be required to attend work – unless specifically requested by their Head of Work Unit. All staff will be paid as if they had worked a standard day.

If you are required by your Head of Work Unit to work on this day, you will receive alternative time off equivalent to the hours worked, arranged in consultation with your Supervisor.

7. What if I am required to work during the Christmas closure period?

In a small number of cases where certain roles are essential during the closure period, Heads of Work Units will notify those employees to discuss working arrangements during the Christmas period.

Your Head of Work Unit will directly advise the People and Culture team of your hours worked during this period. Required adjustments for hours worked, including crediting leave where applicable, will be made by the People and Culture team in the pay processed on 29 January 2026.

The table below outlines how employees will be paid if required to work during the Christmas closure period:

Directed Annual Leave Day 22 December 2025 23 December 2025 2 January 2026	Employees will be paid as a standard working day for the hours worked. If fewer hours are worked than their standard day, annual leave will be applied to cover the difference. E.g. if the employees standard hours are 7 hours per day, and the employee works 2 hours on a directed annual leave day, they will be paid 2 hours at ordinary time, and 5 hours of annual leave.
University Gifted Day 24 December 2025	Employees will be paid as a standard working day. Alternate time off equivalent to the hours worked will be provided, in consultation with their supervisor. E.g. if the employees standard hours are 7 hours per day, and the employee works 2 hours on the 24 th

	December, 2025, they will be provided with 2 hours off work at an alternate time.
Public Holidays and University Concessional Days 25 December 2025 26 December 2025 29 December 2025 30 December 2025 31 December 2025 1 January 2026	<p>In addition to their paid standard hours for the day, they will receive an additional 150% for each hour worked on any of these days.</p> <p>Alternatively, employees may elect to accrue time off in lieu (TOIL). In this case, they will be paid as a standard day, and TOIL will be credited at time and a half for the hours worked.</p> <p>E.g. If an employee's standard hours are 7 hours per day and they work 2 hours on a public holiday, they can choose to either:</p> <ol style="list-style-type: none"> 1. Be paid 7 hours of ordinary time plus 2 hours at 150%; or 2. Be paid 7 hours of ordinary time, with 3.5 hours (2 hrs x 1.5) added to their TOIL balance.

8. I am a part time employee - how does the Uni Christmas closure affect me?

Part-time employees who would normally work on one of the directed annual leave days will have annual leave applied to their standard hours for that day. Part-time employees who would normally work on the Gifted Day are not required to attend work and will be paid their standard hours for that day.

If you are required by your Head of Work Unit to work during this period, you will be paid in accordance with the table above. Your Head of Work Unit will directly advise the People and Culture team of your hours worked during this period. Required adjustments for hours worked, including crediting leave where applicable, will be made by the People and Culture team in the pay processed on 29 January 2026.

9. I am a casual employee - how does the Uni Christmas closure affect me?

Casual employees will not be required to attend work during the Christmas closure period. As casuals are only paid for the hours they work, you will not be paid during this period.

If you are required by your Head of Work Unit to work during this period, you will be required to complete your timesheet in MyHR to ensure you are paid correctly in accordance with the Enterprise Agreement. All hours worked, should be recorded as 'Normal Time' and the system will calculate it at the appropriate rate if the work is on a Public Holiday or University Concessional Day.

10. Do I have to submit a leave request for this period?

If you are not taking any additional leave before or after the Christmas closure period (22 December to 2 January 2026 inclusive) there is no requirement to submit a leave form for this period.

If you would like to take additional leave either before or after the Christmas closure period, please submit a leave request in MyHR for periods of leave outside of the closure period.

11. I have already submitted an annual leave request over the period 22 December to 2 January – do I need to update it?

No action is required. The People and Culture team will reverse your annual leave for 24 December and the hours will be reprocessed in the pay record to reflect the Gifted Day.

Public Holidays and University Concessional Days are already recorded in the system to ensure annual leave is not deducted for those days.

12. What are the arrangements for Campus Services and SCU Ventures?

Staff working in these areas of the business will be advised separately of the arrangements for their work areas.