



7. Annual Shut Down



CSIRO Staff Association

This is the seventh in a series of fact sheets to assist CSIRO union members and workplace delegates to better understand and enforce our rights at work. The source of these rights is clause 64 of the new CSIRO Enterprise Agreement 2011-2014 (EA). Members are encouraged to read this clause in its entirety.

When does an annual shut down apply?

Where CSIRO determines at any site that it shall observe a shut down of work, which includes the period between Christmas Day and New Year's Day (clause 64b).

Do staff have to be consulted?

Yes. Decisions on implementing a shut down are subject to consultation with affected staff and where they choose their representatives (including union workplace delegates, and if necessary union officials). Consultation must commence no less than three months before the proposed shut down period (64d).

What form of leave can I access for the shut down period?

Recreation, flex or miscellaneous leave, unless you are on another form of leave at the time (64b). Many staff at CSIRO take miscellaneous leave during the shut down period.

Can I be directed to take leave? What if I don't have enough leave credits to cover the shut down period?

Yes, you can be directed to take leave. If you have insufficient leave credits at the time of the shut down, you can exceed the normal 10 hour maximum flex debit, provided the excess debit is cleared within three months of the shut down (64c).

What if staff are directed to work during the shut down period?

Where staff are directed to work during the shut down, in addition to being paid, staff can access an equivalent period of miscellaneous leave during the following month. This is in recognition of the requirement to work during the shut down period (64e). This new provision in the EA is a result of the issue being raised by members and advocated for by the Staff Association in EA negotiations.