

Purpose

The purpose of this Policy is to provide employees with the benefit of being able to have certainty about the Christmas and New Year holiday break period and plan for travel and Christmas arrangements in advance.

Scope

This Policy applies to all Shire of Boddington (Shire) employees.

Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Extended Close of Business Over Christmas".

Policy Statement

Council allows the Chief Executive Officer to set the extended close of business period for all employees over the Christmas and New Year break annually.

Responsible Officer	Chief Executive Officer
History	Adopted 2 September 2008 (Resolution 219/08) Amended 23 March 2023 (Resolution 25/23)
Delegation	
Relevant Legislation	
Related Documentation	