

Annual shut down

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work.

The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA), specifically Clause 61, annual shut down.

1) When does an annual shut down apply?

Where CSIRO determines at any site that it shall observe a Shut Down between Christmas Day and New Year's Day (clause 61.2).

2) Do I have to be consulted?

Yes. The decision to implement a shut down shall be subject to consultation with affected officers in line with the consultation requirements of Clause 55. Refer to Know Your Rights- Consultation- for more information.

CSIRO will communicate decisions on implementing a shut down no less than three months before the shut down period (Clause 61.4).

3) Can I be directed to take leave for that period?

Yes. Officers directed to take leave may take recreation , flex or miscellaneous leave (as long as you are not on another form of leave) (Clause 61.2). Most staff elect to use miscellaneous leave for this purpose.

4) What if I don't have enough leave credits to cover the shut down period?

Officers with insufficient leave credits at the time of shut down may exceed the normal 10 hour maximum flex debit, provided the excess debit is cleared within three months of the shut down (Clause 61.3).

5) What if I'm directed to work during the annual shut down?

Where an officer is directed to work during the annual shut down they shall be permitted to access an equivalent period of Miscellaneous Leave during the following month in recognition of the requirement to work during the shut down period (Clause 61.5).

6) What if I'm not a union member?

Then it's time to join and make sure your rights are protected! You can pick up a membership form from your Workplace Delegate, download it from www.cpsu-csiro.org.au or email csstaff@cpsu.org.au and we'll send you one by return email.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email csstaff@cpsu.org.au or visit www.cpsu-csiro.org.au

KNOW YOUR RIGHTS

Important points

- CSIRO may determine that an annual shut down – between Christmas Day and New Year's Day – be observed at any site.
- Any decision to implement a shut down is subject to the consultation requirements of the EA.
- CSIRO will communicate the decision to implement the shut down no less than three months from the proposed start of the period.
- Staff may be directed to take leave during this period and can use recreation, flex or miscellaneous leave entitlements.
- Staff directed to work during shut down can access equivalent miscellaneous leave.



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