



HUMAN HABITATS

CRITICAL PERIODS ATTENDANCE

Executive Policy

December 2024

Policy Summary

Policy Name:	Critical Periods Attendance
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Attributable to:	Executives
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Admin Days happen during the year. The most important Admin Days currently are happening at the end of June and December.

This is an important day for all the Human Habitats team as we ensure we have finalised all work to set us up for the next financial year (EOFY & Admin Day) or so we can close for Christmas without any task incomplete.

Christmas Admin Day is the most important day to get right. It finalises all projects, invoicing, WIP, Operations tasks and anything else to allow all staff to leave the office knowing that there is nothing else they need to do other than enjoy their time off for the summer.

EOFY and Christmas Admin Days

All staff must be in the office for these Admin Days to ensure all tasks are complete and invoices are approved. We also put a strong emphasis on staff attending the events in the evening of these days.

No staff may take this day off as leave except in extenuating circumstances and with the approval of the CEO or CPO.

Mini Admin Days (March & September Quarters)

All staff should be in the office for Admin to ensure all tasks are complete and invoices are drafted. If a staff member is approved to take leave for this day, they must ensure they have all tasks allocated to them complete, their timesheets finalised, and all invoices for their jobs drafted.

December

We put a strong emphasis on staff not taking extended leave the two weeks before an Admin Day due to project requirements and the need for staff availability and significant get togethers. We start the week together we finish the week together we finish the quarter together.
