

	<b>Standard Operating Procedures</b>  <b>GHCD</b>	DOC NO: 4.1.9	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
<b>TITLE</b>	<b>Public Holiday</b>	<b>PAGE: 1/1</b>	

## 1.0 Public Holidays

- 1.1 All staff shall be entitled to paid Public Holidays on all gazetted State and National Public Holidays, which are applicable to the State in which the staff serves.
- 1.2 Approval for ungazetted Public Holidays shall be at the sole discretion of the Company. All staff shall be informed of such holidays as and when required.
- 1.3 There shall be no replacement for a Public Holiday that falls on a Thursday/Saturday (weekly rest day on Friday/Sunday).
- 1.4 Where a holiday falls on a weekly rest day (Friday or Sunday as the case may be), the following day will be substituted as a Public Holiday.
- 1.5 If such following day is also a Public Holiday, then the next day will also be a Public Holiday.
- 1.6 In summary:

No	Public Holiday Falls On	Weekly Rest Day	Eligible for Replacement	Replacement Day
1.	Thursday	Friday	No	No
2.	Friday	Friday	Yes	Saturday
3.	Saturday	Sunday	No	No
4.	Sunday	Sunday	Yes	Monday
5.	Friday & Saturday	Friday	Yes	Sunday
6.	Sunday & Monday	Sunday	Yes	Tuesday

- 1.7 Staff who is absent without reasonable excuse or approval from the immediate superior or Company, on a working day immediately preceding or succeeding a gazetted Public Holiday, shall not be entitled to any Public Holiday pay.
- 1.8 This will be deducted against staff monthly pay.
- 1.9 Where the nature of operations currently requires staff to work on Public Holidays, such practice shall continue.
- 1.10 The Company shall have the right to recall any staff to report for duty on Public Holidays should the need arise. If the staff is covered under the Employment Act, 1955, staff will be entitled to overtime pay in accordance with the provisions thereof.