

# Public Holidays



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Full-time and part-time employees working on public holidays receive **250%** pay.

Casual employees earn **275%** pay, which includes the casual loading.

Employees required to work on a public holiday will be paid a minimum of **4** hours

Employers must inform full-time or part-time employees in advance if they're required to work on a public holiday; otherwise, employees can take the public holiday off without pay deduction.

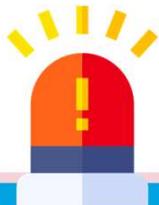


# Public Holidays

If you do work on a public holiday:

1. Enter your **start**, **break** and **out** times for your shift as per normal
2. Select the **PUBWK – Public Holiday Worked** option from the **Time Reporting Code** drop down menu
3. The system will pick up the appropriate rate

In	Break	In	Transfer	Out	Time Reporting Code
8:00:00AM	11:30:00AM	12:30:00PM		4:00:00PM	PUBWK - Public Holiday Worked



*If your schedule is incorrect, please contact your leader to update*

# Public Holidays

**Q. I was scheduled but didn't work on a public holiday, what should I enter on my timesheet?**

You do not need to enter anything – the system will pay you the hours you have been scheduled at your ordinary rate.

**Q. I only worked 2 hours on a public holiday but minimum hours are 4, what should I enter on my timesheet?**

Only enter the hours you worked, the system will automatically pay you the minimum 4 hours.

**Q. Should I apply for leave on a public holiday?**

If you are rostered for public holidays there's no need to apply for leave – the system will pay you at your ordinary rates! If you do work, you will be paid at public holiday rates.





# Deadlines

**Timesheet & Leave submissions**  
5pm Friday fortnight ending

**Leader Approvals**  
5pm Monday (of pay week)

**Off-cycle requests:**  
By 4pm Thursday

## IMPORTANT!

Check status of your timesheet to ensure its approved



Saved.  
Not yet submitted



Submitted.  
Pending manager approval.



Completed and approved.  
No further action.

## Need Support?



Call us  
07 3900 5460



Submit an enquiry via  
[#TeamPossible Support Hub](#)

# Want more information?



**Speak to the People Experience team – 07 3900 5460**

**#Team Possible**  
support hub

**Log a payroll ticket in the [#TeamPossible Support Hub](#)**



**Check out the [intranet page](#) for more information**

Have questions about the new enterprise agreement?

Check out the [EA intranet page](#) or log a ticket under '[EA Support](#)'

