This form is used to request a Substituted Public Holiday under clause 50.4 of the ECU Enterprise Agreement 2022 (Agreement). All sections must be completed. **Please submit completed form to** **payroll@ecu.edu.au**

## Substituted Public Holiday guidelines:

1. The University may agree to a substitution of a Public Holiday request subject to operational requirements.
2. If duties involve providing a service to staff and/or students a request will only be approved if there are suitable alternative duties available that can be performed on the respective Public Holiday.
3. If a Public Holiday falls on a day not normally worked, there is no entitlement to alter working arrangements to gain an entitlement to the Public Holiday.
4. If the request to substitute the Public Holiday with another day is approved, when the Public Holiday is worked, the employee will be paid at the ordinary rate of pay.
5. A substituted day off must be cleared in the same calendar year, taken as one continuous period (cannot be taken in hours or part of a day) and is paid at the ordinary rate of pay.
6. Ongoing and fixed term employees residing outside of Western Australia are paid Public Holidays in accordance Clause 50.3 of the Agreement, provided they would normally work on those days.
7. If the University requests an employee to work on a Public Holiday (including a substituted Public Holiday) Clause 50.5 of the Agreement applies.

Further details can be obtained from your [People and Culture Business Partner](https://intranet.ecu.edu.au/staff/centres/human-resources-service/contact).

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| **Section A: Employee to complete** |
| If part time, please complete your normal rostered hours worked each day:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Non – pay week** |  |  |  |  |  |  |  |
| **Pay Week** |  |  |  |  |  |  |  |

 |
| Name: | Staff Number:  | School/Centre: |
| Location Worked (please tick): [ ]  **WA** [ ]  **NT** [ ]  **QLD** [ ]  **ACT** [ ]  **NSW** [ ]  **SA** [ ]  **TAS** [ ]  **VIC** |
| **Substituted Public Holiday** Public Holiday Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Substituted Public Holiday Date: \_\_\_\_/\_\_\_\_/\_\_\_\_I confirm :* I would normally be rostered to work the Public Holiday as detailed in Section A - normal rostered hours;
* I have read and acknowledge the Substituted Public Holiday guidelines; and
* My work requirements on the substituted day off if approved, can be accommodated without disrupting the University’s operational requirements.

**Signed (Employee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Section B: Manager to complete** |
| [ ] I confirm that the above request has been agreed and thework requirements on the substituted day off can be accommodated within the University’s operational requirements.[ ]  The request is not approved and has been confirmed with the employee. This request has been declined due to: |
| **Line Manager Name:** | **Business Title:** |
| **Signed:** | **Date:** |
| **Payroll Use Only:** [ ]  **Interstate Public Holidays reviewed as applicable** |