# Substituting Public Holidays Frequently Asked Questions

## What is a public holiday substitution?

Employees who do not wish to observe a public holiday may make a request to work on the designated public holiday and take a different day off (ie substitute the public holiday for a different day).

Refer subclause 50.4 of the [Edith Cowan University Enterprise Agreement](https://intranet.ecu.edu.au/staff/enterprise-agreement) .

## How do I apply?

Discuss your request with your line manager.

Complete a *Substituted Public Holiday Request* Form, available from the [DCS Kiosk](https://edithcowan.service-now.com/kiosk), prior to the relevant public holiday for your line manager’s consideration.

## What is needed for approval?

* The substitution of a public holiday may be agreed where suitable alternative arrangements can be managed within the University’s operational requirements.
* The public holiday must fall on one of your normal working days. If a public holiday falls on a day not normally worked, there is no entitlement to alter working arrangements in order to gain an entitlement to the public holiday.

## What will I be paid if I work on a public holiday and the substituted day off (if a substitution is approved)?

If the request to substitute the public holiday with another day is approved, when the Public Holiday (and the Substituted Public Holiday) is worked, you receive the ordinary rate of pay.

## Can I substitute a public holiday for another day if I work in a service area?

If duties involve providing a service to staff and/or students it may not be possible to substitute a public holiday unless there are suitable alternate duties available that can be performed on the respective public holiday.

**When do I have to take the substituted day off?**

The substituted day off needs to be cleared in the same calendar year and is to be taken as one continuous period (not in part of a day or hours).