2021 Christmas Shut Down - Frequently Asked Questions

This information applies to all staff who are eligible to accrue paid leave, if you are an academic staff member, please see additional information here.

1. What is the official shut down period for 2021?

The University will shut down at 1pm on Thursday, 23 December 2021 and re-open on Tuesday, 4 January 2022.

2. What is ‘Vax Leave’

To recognise and reward staff who have played their part in helping to defeat COVID-19 by receiving 2 doses of a COVID-19 Vaccination, the University will award you 2 days of paid ‘Vax Leave’ or 1 day if you have a fraction of less than 50%.

For part-time staff, see questions 12 to 15.

3. What do I have to do to qualify for ‘Vax Leave’?

The eligibility criteria for all staff, professionals and academics is:

   a) Vaccination Evidence

Either provide evidence that you have had 2 COVID-19 Vaccinations at the time of applying for your leave or provide evidence that you have had 1 COVID-19 Vaccination at the time of applying for your leave. In this case, you must have made a booking for the 2\textsuperscript{nd} vaccination and be able to provide evidence of this booking if requested.


You will be required to upload a copy of this evidence when applying for the vax leave.

   b) Leave Booking

Non-essential Staff

You must take a minimum of 9 days of Annual Leave, Long Service Leave or Unpaid Leave (or a combination of these) commencing on the 20 December 2021. The Vax Leave is to be booked at the end of your leave period.

Essential Staff

Approved Essential Staff will have the opportunity to receive the Vax Leave however this will need to be taken at a different time.

Essential Staff can apply for the 2 days Vax Leave up until 30 June 2022 subject to:

   - Providing a copy of your vaccination certificate; and
   - Providing evidence that you have taken 9 days annual or long service leave during the period between 20/12/21 – 30/6/22.
4. **How can I check how much leave I will have available at the time of taking leave?**

You can check your leave balance in Workday by navigating to your absence tab and selecting ‘Absence Balance’ then typing in the date.

![Absence Balance](image)

5. **Who are ‘Essential Staff’?**

Staff who are considered operationally essential during the Christmas period and are formally nominated by their manager and deemed essential. The list of ‘approved’ Essential Staff will be provided to P&C for the purpose of validating Vax Leave criteria.

All Portfolios and Colleges will be required to provide a list of those staff required to work during this period to P&C by Friday, 3 December 2021.

6. **I am planning to work through this period and only take the official shut down period off. How much leave do I require and for which days?**

You will need to book annual or long service leave for the following days:

- Friday 24th December 1 day
- Thursday 30th December 1 day
- Friday 31st December 1 day

*Total 3 Days*

* Part-time staff should only book leave for the days that they would normally be rostered to work.

* If you are taking leave from Monday, 20 December 2021 – Friday, 7 January 2022, Thursday 23 December 2021 will need to be booked as 1 day of annual leave and not ½ a day.

Alternatively, if you are working on Thursday, 23 December 2021 you will not need to book the ½ day of leave, you will simply be paid as a normal work day.

**I do not have 3 days of annual leave or long service leave for the shutdown period. What do I do?**

You will be required to book leave for the full 3 days or the days you would normally be rostered to work if you are part-time. The system will allow you to book the leave and you will go into a negative accrual.
You will not be able to access Vax Leave.

7. **What happens if I need to go into a negative balance and leave the University before that balance is accrued?**

Any balance owning as at the final date of employment will need to be recovered. The equivalent amount with be deducted from the final salary (if available) and if there is a further amount to be paid, the University will seek to recover this amount from the staff member.

8. **Can I use Flexi Leave and receive the Vax Leave?**

No. If you use Flexi Leave over the period 20/12/21 to 7/1/22 this will not qualify you for the Vax Leave. However, if you only intend to take the shutdown period as leave 23/12/21 to 31/12/21 or you do not wish to apply for the Vax Leave you can use any accrued Flexi Leave with your manager’s approval.

9. **I am full-time and I want to access the Vax leave. What dates do I book as annual or long service leave and what dates do I book as Vax Leave?**

If you work full-time, you are eligible for 2 days Vax Leave if you meet the criteria.

- Standard roster work 5 days per week (100% fraction)
- Apply for 9 days annual or long service leave as per your usual rostered days from 20th December 2021 to 5 January 2022 inclusive
- Apply for 2 days Vax Leave for the 6 and 7 January 2022

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<tr>
<th>MON 13</th>
<th>TUES 14</th>
<th>WED 15</th>
<th>THURS 16</th>
<th>FRI 17</th>
<th>SAT 18</th>
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<td>THURS 23</td>
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<td>SAT 25</td>
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<td>TUES 28</td>
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<td>THURS 30</td>
<td>FRI 31</td>
<td>SAT 1</td>
<td>SUN 2</td>
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<td>NEW YEARS’</td>
<td>LEAVE</td>
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**GREEN** – Mandated Work  **YELLOW** – Skeleton Staff/Leave Advised  **BLUE** – Mandated Leave  **RED** – Public Holiday
10. **What if I want to take the full 9 days and access the Vax Leave, however I do not have enough leave accrual for the full 9 days?**

<table>
<thead>
<tr>
<th>Leave Available</th>
<th>Options for Employees</th>
<th>Eligibility for Vax Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 days (25.725 hrs) or equivalent hours for part-time staff</td>
<td>Take all accrued leave and go into negative leave for balance if total accrued leave is less than 3 days.</td>
<td>Not eligible for Vax Leave as this is the mandatory leave required for the shut down.</td>
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<tr>
<td>More than 3 days and less than 9 days (66.15 hrs) accrued leave</td>
<td><strong>Option 1</strong>&lt;br&gt;Take all accrued leave only and return to work following your period of approved leave.&lt;br&gt;Or <strong>Option 2</strong>&lt;br&gt;Take all accrued leave from 20/12/21 and go into negative leave balance up to 5 days to achieve the required leave to 5/1/22.&lt;br&gt;Or <strong>Option 3</strong>&lt;br&gt;Take all accrued leave from 20/12/21 and unpaid leave for remaining days to achieve the full required leave to 5/1/22.</td>
<td>Eligible for 1 day of Vax Leave. Eligible for 2 days of Vax Leave (Part-time staff with a fraction of less than 50% are only eligible for 1 day of Vax Leave). Eligible for 2 days Vax Leave (Part-time staff with a fraction of less than 50% are only eligible for 1 day of vax Leave).</td>
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<tr>
<td>9 days or more of accrued leave</td>
<td>Take leave from 20/12/21 – 5/1/22 inclusive</td>
<td>Eligible for 2 days vax leave (Part-time staff with a fraction of less than 50% are only eligible for 1 day of vax leave).</td>
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11. **I am part-time, with a fraction of 50% or more and I want to access Vax Leave. What do I need to know?**

If you have a fraction of 50% or more, you are eligible for 2 day’s Vax Leave if you meet the criteria.

If you are taking the full 3-week period over Christmas, you are required to book leave for the days you would normally work less 2 days. Then book Vax Leave for the remaining two days.

12. **I am part-time, with a fraction of less than 50%. What do I need to know?**

If you have a fraction of less than 50%, you are eligible for 1 day Vax Leave if you meet the criteria.

If you are taking the full 3-week period over Christmas, you are required to book leave for the days you would normally work less 1 day. Then book Vax Leave for the remaining 1 day.
13. **I am part-time and Essential Staff. How do I apply for Vax leave?**

If you are considered Essential Staff and are required to work through the Christmas period, you can still access your Vax Leave up until the 30 June 2022.

14. **I am part-time and I am not rostered to work on the 6th or the 7th January. Can I book Vax Leave on different dates?**

Yes. As long as the Vax Leave booking comes after your annual / long service leave dates and not before. The Vax Leave is to be booked on a date that you would have been rostered to work.

Calculate the number of days leave you would need to take if you had not been Essential Staff (ie. 7 days). This is the number of leave days you need to take before the 30 June 2022 to access the Vax leave.

15. **How do I apply for Vax Leave?**

Book your annual or long service leave dates first. Then apply for your Vax Leave.

Select the ‘**Special Paid Leave – COVID-19**’ leave option.

You are required to upload a copy of your vaccination certificate at the time of making your leave request.

Your certificate will be sighted by the approver to confirm that you have loaded a valid certificate before they approve your leave. If you have not attached a valid COVID-19 vaccination certificate your request will be declined.

16. **Removing your COVID-19 Vaccination Certificate**

After your leave has been approved, you have the option to request the removal of your vaccination certificate from the Workday system. If you would like to have your certificate removed, email your request to employment@flinders.edu.au
As an academic staff member, you have two options in relation to your 2021 leave bookings.

You may elect to book in your own leave from 20 December 2021 – 7 January 2022 by Friday, 26 November 2021 to qualify for the two days of Vax Leave.

If you have no leave booking approved by the cut-off date of 26 November 2021, P&C will automatically block book your leave for working 20 days (in accordance with your roster if part-time). The block booking will start from 24 December 2021 through to 27 January 2022. In this case, you will not be eligible for Vax Leave. If you do not request any additional leave, you will return to work on Friday, 28 January 2022.

P&C will use your annual leave for this booking, if you do not have 20 days of annual leave available as at 24 December 2021, your leave balance will go into a negative balance. To correct this, you will need to go to the leave booking and reverse the necessary dates. This request will go to your supervisor for approval.

It is the responsibility of the employee to check the leave booking that has been made on your behalf and to return to work immediately after the end of that leave period.