

Christmas / New Year 2023-2024

What is gifted leave

- CEB values the contribution of our people and recognises that, through their commitment to ensure timely and efficient partnership with schools, individuals may contribute discretionary time and effort.
- The provision of gifted annual leave, in addition to the contracted annual leave entitlement, recognises this discretionary effort throughout the preceding year.

Office Closure dates for 2023/2024

- All CEB office locations will close at 1.00 pm on Thursday, 21 December 2023
- Therefore, all CEB office locations will be closed between Friday, 22 December 2023 to Friday, 12 January 2024 inclusive
- CEB office locations will reopen from Monday, 15 January 2023
- Employees may nominate to use part of their contracted annual leave accrual in addition to the above office closure dates, to extend this leave period.

Gifted Leave protocols

- You don't need to apply for this period in ELMO; it will automatically be applied
- The gifted leave must be taken during the prescribed 'office closure' period
- The gifted leave can not be deferred; it does not accrue
- Only in exceptional circumstances can an alternate arrangement be made, such as being required by the Executive Director to attend to an emergency over this time. Any such arrangement must be approved at the time by the Executive Director.

