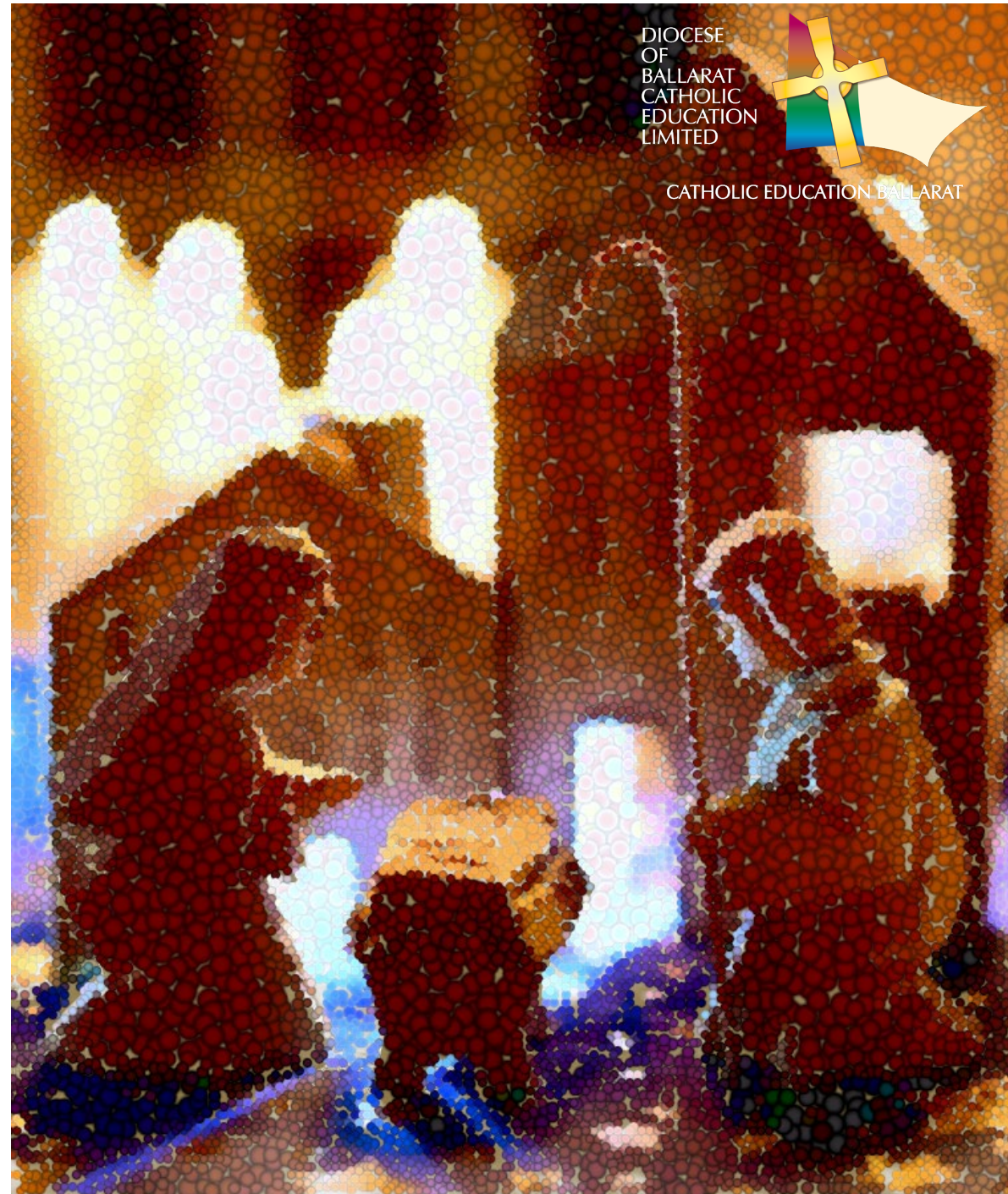


# Christmas / New Year 2024-2025

DIOCESE  
OF  
BALLARAT  
CATHOLIC  
EDUCATION  
LIMITED



CATHOLIC EDUCATION BALLARAT



## 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 2024/2025

- All CEB office locations will **close at 1.00 pm on Friday, 20 December 2024.**
- Therefore, all CEB office locations will be closed between Monday, 23 December 2024, to Friday, 10 January 2025, inclusive.
- CEB office locations will **reopen from Monday, 13 January 2025.**
- Employees may nominate to extend this leave period by using part of their contracted annual leave accrual in addition to the above office closure dates.

## Gifted Leave protocols

- You don't need to apply for this period as leave; it will automatically be noted, and you will be paid according to your usual work pattern over this period.
- 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. The Executive Director must approve any such arrangement at the time.