

CEB Office Closure: Christmas & New Year 2025-2026

What is gifted leave

CEB values the contribution of our people and acknowledges that, in supporting our schools, staff often demonstrate exceptional commitment, including discretionary time and effort. Gifted annual leave, provided in addition to contracted entitlements, is one way we recognise and appreciate that contribution.

We're grateful for your contribution throughout 2025 and hope this Christmas season brings time for rest, renewal, and connection with loved ones. Wishing you all the best for 2026.

Office Closure dates for 2025/2026

All CEB office locations will **close at 1.00 pm on Friday, 19 December 2025.**

Therefore, all CEB office locations will be closed between Monday, 22 December 2025, to Friday, 9 January 2026, inclusive.

CEB office locations will **reopen from Monday, 12 January 2026.**

Employees may choose to extend this leave period by using part of their accrued annual leave in addition to the above office closure dates.

Gifted Leave protocols

You do not need to submit a leave application for this period. It will be automatically recorded, and you will be paid according to your usual work pattern.

The gifted leave **must be taken during the designated office closure period.** It cannot be deferred or accrued.

Alternate arrangements—such as attendance during an emergency—may only be made in exceptional circumstances and must be approved by the Executive Director in advance.

