



Annual Closedown Policy

Understanding your rights during company closure periods



When Does Closedown Happen?



Typical Period

Usually over Christmas and New Year holidays



Flexibility

May vary by time and location



Purpose

Maintenance and operational requirements



Entitled to Annual Holidays?

Required Action

Take annual holidays during closedown period

Insufficient Balance

Managers may approve holidays taken in advance

Not Yet Entitled to Holidays?

01

Payment Calculation

Receive 8% of gross earnings since employment start

02

Deductions Apply

Less any advance holidays or 8% already paid

03

No Additional Payment

No other compensation for closedown period



Important Notice Requirements

14

Days Minimum

Notice period before annual closedown

Employees receive adequate notice to plan accordingly



Related Policies



Annual Holidays Policy

Read in conjunction with this closedown policy



Need Support?

Contact **HR Unlocked** for guidance on annual closedown policies

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