

BOARD	Annual Office Closure
Responsibility of	All Members of the Board and Staff
Objectives	To ensure all staff are advised of annual office closure and payment of wages accordingly.
Procedure	<ol style="list-style-type: none"> 1. At the meeting of Budget and Strategic Plan held in October the growers are informed of the Annual Office Closure over the Christmas and New Year period. 2. The dates are then communicated to the staff via a letter giving the notice of closure. 3. The leave is taken as time in lieu, notwithstanding Public Holidays of Christmas Day, Boxing Day, or any additional days plus New Years Day.
Board Expectations	<ul style="list-style-type: none"> • That employees are paid accordingly.
Document Control	<ul style="list-style-type: none"> • Created August 2023, Approved September 2023.

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight