

1 December 2023

Follow up in respect of your arrangements for leave during the period 25 December 2023 – 7 January 2024

Dear <insert employee name>,

We refer to correspondence which was issued on 14 November, 16 November, 28 November 2023.

Following the dispute in the FairWork Commission, it has been agreed between the HSU and ACL that the following will apply to employees who applied for leave after 14 November 2023. Employees who were directed to take leave or partial leave, during the shutdown, and applied for leave but now wish to continue working, please let your supervisor know, and arrangements will be made to ensure your contracted hours will be met. However, if you would like to take leave without pay during this period, please make an application.

To assist us in scheduling our workforce, we ask that you please respond to this letter via email by **4pm Thursday, 7 December 2023** with your preference to either work or not over the period. We will do our best to accommodate where possible.

Should you have any questions in relation to this letter, please contact your manager.

Yours sincerely,
Jade Pearson
Head of HR