

# Public Holiday Substitution Guideline

## What is it?

This resource will help you find answers to common questions about public holiday substitution.

Public holiday substitution allows employees who, with agreement, work on a designated public holiday to take another ordinary day off in lieu. This practice acknowledges personal circumstances, including diverse cultural and personal commitments, and empowers employees to celebrate significant religious or cultural observances not recognised on the national calendar.

## Who is this for?

All continuing and fixed-term employees of RMIT University covered by the *RMIT University Enterprise Agreement 2024 (University Agreement)*.

## Am I entitled to public holiday substitution? If so, how much?

If you are a continuing or fixed-term employee covered by the University Agreement, you are entitled to request to substitute **one** public holiday per year, with the substitute day to be taken in the same calendar year.

## Are there public holidays that can't be substituted?

There are periods throughout the year when RMIT campuses close (except for critical services), for example, over the March/April and End of Year periods. As such, public holidays relating to Christmas Day, Boxing Day and New Year's Day, the period between Boxing Day and New Year's Day and Easter Tuesday may not be substituted.

## How do I go about this requesting this?

The first step is to invite a conversation with your manager, as soon as practicable, about your desire to work on a specific public holiday and substitute it for an alternate day off, with a view to reaching agreement. This provides your manager with time to consider your request and put in place any operational requirements.

Once agreed, your manager will record the agreed approach in writing with you. This includes documenting the public holiday you will work on, and the substituted day off. This helps avoid any misunderstandings and ensures that if your manager leaves RMIT there is clarity.

## What happens if I leave RMIT?

There is no entitlement to payment for the substituted day unless you remain employed at the time of the substituted day. Therefore you should ensure you take the substituted day, at an agreed time, before leaving RMIT University.

## More information

- Find your agreement here: [Enterprise Agreements and Bargaining](#)
- For further information or to log a ticket, contact [People Connect](#)

## Document history

<b>Version</b>	<b>Effective date</b>	<b>Authority</b>	<b>Author</b>
1.0	29 November 2024	Leave and Public Holidays Policy	Policy and Workplace Relations