

# PLANNING A CHRISTMAS SHUTDOWN? YOU NEED TO PLAN AHEAD



**Employers are obliged to provide impacted employees with at least 28 days' written notice of a temporary shutdown.**

In addition, any requirement for an employee to take annual leave during a shutdown period must be reasonable.

**Non-compliance could leave your business exposed to paying its employees even when your business is closed.**

**Is there something you need to add to your "to do" list for today?**



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