**PROCEDURES**

**Payment for Christmas Shutdown Procedure for Temporary Staff**

Temporary Staff member will be paid for one week of shutdown period

Does the staff member have a contract of employment commencing on the first available working day following shutdown

Temporary staff member has a contract of employment up to and including the last working day immediately prior to shutdown

**No Yes**

What was the duration of the temporary contract?

More than 6 months

Less than 6 months

Temporary Staff member will be paid for the whole shutdown period