



Accessing Leave Entitlements and Flexible Work Hours Arrangements to Observe Days of Religious Significance

Employees of all Public Service Agencies have access to leave entitlements to observe days of religious significance. Other government employers are encouraged to put in place policies that accommodate religious practices.

The NSW Government is committed to accommodating the culturally diverse nature of the public sector workforce by providing leave and flexible work hours arrangements for employees of Public Service departments to observe days of religious significance.

The Community Relations Commission produces a guide to [days of religious significance](#) for consideration of leave applications.

Chief Executives are asked to distribute the list to all managers and to remind them to be sensitive in accommodating the needs of employees requiring access to their leave entitlements and flexible work hours for the purposes of observing days of religious significance.

Further details are contained in Chapter 6, Section 12 of the [Personnel Handbook](#).

Employees must seek the agreement of their manager to access leave for religious reasons.

Philip Gaetjens
Secretary

Further Information:

Which agencies does this Circular apply to?

Public Service Agencies (as defined in the Government Sector Employment Act 2013) which on 23 February 2014 corresponded to Divisions listed in Schedule 1, Part 1 of the *Public Sector Employment and Management Act 2002*. Other areas of the government sector, including State Owned Corporations, are encouraged to put in place policies to accommodate religious practices, where practicable.

Who needs to know about this Circular?

Chief Executives, human resource managers, managers and supervisors.

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