



To:	All EBA and Salary Employees – CRWP and RWP
From:	Moray Falconer, Project Director
Date:	24 th November 2021
Subject:	Christmas/New Year Shutdown and Project roster

Hello,

Please be advised that we will have a break over the Christmas/New Year Period in accordance with the below table.

	20-Dec-21	21-Dec-21	22-Dec-21	23-Dec-21	24-Dec-21	25-Dec-21	26-Dec-21	27-Dec-21	28-Dec-21	29-Dec-21	30-Dec-21	31-Dec-21	1-Jan-22	2-Jan-22	3-Jan-22	4-Jan-22	5-Jan-22
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
Raw Water (116)	Travel	RnR	RnR	RnR	RnR	RnR	RnR	RnR	RnR	RnR	AL	AL	AL	AL	PH	Travel	Work
Concentrate & Return Water (113)	Work	Work	Travel	RnR	RnR	RnR	RnR	RnR	RnR	RnR	RnR	RnR	AL	AL	PH	AL	Travel

The RnR period will be treated as normal.

You will all be required to take annual leave during this time for any ‘rostered days on’, apart from any public holidays that fall during this period, refer to the table. If you do not have sufficient Annual Leave accrued, please list LWOP (Leave Without Pay) on your leave request.

The new roster will commence on Tuesday 4th January 2022 for Raw Water and Wednesday 5th January 2022 for Concentrate and Return Water. We intend keeping these rosters offset by 1 day to ease travel due to the forecast peak personnel levels.

If you have any questions or concerns, please raise these via your direct Supervisor.

Regards,

Moray Falconer
Project Director