***Instruction: Print on your business letterhead***

<Date>

<Insert employee’s full name>

<Insert employee’s residential address>

**Private and Confidential**

**Notice of requirement to take annual leave for purpose of temporary shutdown**

Dear <insert name>

In accordance with clause <insert relevant clause number> of the <insert award title> (the Award), I am writing to inform you that <insert the business/company name> requires you to take accrued annual leave during a temporary shutdown of operations from <insert commencement date> to <insert end date>, due to <reason for temporary shutdown, for example refurbishment/closing for an extended period over Christmas etc.>.

This period of leave will be deducted from your accrued entitlement. You aren’t required to use accrued annual leave for days that you’re entitled to be paid as a public holiday.

***[Explanatory information – please delete once you have finished the letter - Check your award for the minimum notice period that applies to your situation. If an employee doesn’t have enough accrued annual leave to cover all or part of the temporary shutdown period, you may need to pay ordinary wages for this time unless you and the employee genuinely agree to alternative arrangements such as annual leave in advance or leave without pay.]***

<Insert the business/company name> is required to provide you with at least <insert notice period amount> notice of a requirement to take accrued annual leave under clause <insert relevant clause number of the applicable award> of the above Award.

Please consider this letter as your <insert period of notice> notice commencing on the date of this letter <date of the letter provided to the employee>.

You will be paid your entitlements including annual leave in accordance with your award and the National Employment Standards.

***[Explanatory information – please delete once you have finished the letter - Check the award to find out if you need to pay annual leave loading or other penalty rates.]***

Should you have any questions in relation to this letter, please contact me on <insert phone number>.

Yours sincerely,

<Insert name>

<Insert position>

**PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS**