

Shutdown Notice Requirements

Modern award quick reference

Most modern awards with a shutdown clause require **28 days' written notice**. The awards below require longer notice: one, two or three months in writing. Always check the current award clause before issuing a shutdown direction.

ONE MONTH'S WRITTEN NOTICE			24 awards
■ Ambulance and Patient Transport Industry Award	■ Aquaculture Industry Award	■ Asphalt Industry Award ^A	
■ Car Parking Award	■ Cement, Lime and Quarrying Award	■ Cleaning Services Award ^B	
■ Concrete Products Award	■ Contract Call Centres Award	■ Fitness Industry Award	
■ Gardening and Landscaping Services Award ^C	■ Gas Industry Award	■ Horse and Greyhound Training Award	
■ Miscellaneous Award	■ Pest Control Industry Award	■ Poultry Processing Award ^D	
■ Premixed Concrete Award	■ Racing Clubs Events Award	■ Racing Industry Ground Maintenance Award	
■ Road Transport and Distribution Award	■ Road Transport (Long Distance Operations) Award	■ Silviculture Award	
■ Storage Services and Wholesale Award	■ Surveying Award	■ Telecommunications Services Award	
TWO MONTHS' WRITTEN NOTICE			4 awards
Christmas/New Year shutdowns only			
■ Building and Construction General On-site Award	■ Electrical, Electronic and Communications Contracting Award ^E		
■ Joinery and Building Trades Award	■ Plumbing and Fire Sprinklers Award		
THREE MONTHS' WRITTEN NOTICE			3 awards
■ Airline Operations – Ground Staff Award	■ Meat Industry Award ^F	■ Textile, Clothing, Footwear and Associated Industries Award	

AWARD-SPECIFIC CONDITIONS

- A** Asphalt: applies only to a shutdown in conjunction with the Christmas/New Year period.
- B** Cleaning Services: applies where the client shuts down, or significantly reduces operations at, the site where the employee works.
- C** Gardening and Landscaping: new starters must be notified on the date of engagement.
- D** Poultry Processing: applies only to a shutdown for pre-planned maintenance or the installation of machinery.
- E** Electrical: applies to a Christmas/New Year shutdown of all of the employer's operation (not part).
- F** Meat Industry: three months' notice is required "where possible".

KEY NOTES

- ✓ **"One month" is not 28 days.** Count calendar months: notice given on 15 October allows a shutdown to start on 15 November.
- ✓ **Shorter notice by agreement.** Every clause listed allows a shorter period if agreed between the employer and the majority of relevant employees.
- ✓ **Put it in writing.** Both the notice and the direction to take annual leave must be in writing, and the direction must be reasonable.
- ✓ **New starters.** Employees engaged after notice is given must get written notice as soon as reasonably practicable after they start (Gardening and Landscaping: on the date of engagement).
- ✓ **Check the award has a clause.** Not every award contains a shutdown direction clause. Where there isn't one, the employer can't rely on it to direct annual leave.

Important: General quick reference only, not legal advice. Award provisions change, and an enterprise agreement or other industrial instrument may apply instead. Confirm the applicable award and its exact shutdown clause before acting.