# CCF NSW MEMBER ADVICE
# 15 October 2026

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## Christmas Shutdowns and Annual Leave: Notice Requirements for 2026

With Christmas shutdowns approaching, employers need to communicate with employees now about December leave arrangements. CCF NSW has developed resources to help members plan ahead and meet their obligations.

**If your employees are covered by the Building and Construction General On-site Award 2020 and you intend to direct them to take annual leave during a Christmas and New Year shutdown, you must provide at least two months' written notice of the shutdown period.**

For a shutdown starting on 23 December 2026, notices must be issued by 23 October 2026.

Other awards have later notice requirements.

To help you prepare, CCF NSW has developed the following resources for members:

- **Frequently Asked Questions (FAQs)**
- **Template: Christmas shutdown notice**
- **Template: Annual leave in advance agreement**
- **Calculator: Annual leave balance calculator**

Download these new resources via the member portal.

**If you have any questions, please contact CCF NSW on (02) 9009 4000 or ccfnsw@ccfnsw.com**

**Kylie Yates**

CEO, CCF NSW

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