

## 2008

November							December								
S	S	M	T	W	T	F	S	S	M	T	W	T	F		
1	2	3	4	5	6	7			1	2	3	4	5		
F11	8	9	10	11	12	13	14	F13	6	7	8	9	10	11	12
F12	15	16	17	18	19	20	21	F14	13	14	15	16	17	18	19
	22	23	24	25	26	27	28		20	21	22	23	24	25	26
	29	30							27	28	29	30	31		

**Christmas Closedown**  
 Last Working day: Tuesday 23 Dec 08  
 Uni Holidays: 24, 29, 30, 31, 2 Jan 09  
 Public Holidays: 25 & 26 Dec 2008; 1 Jan 09  
 (2nd Jan 09 not Uni Holiday for Trades & Services Staff)

## Human Resources Division

<b>Divisional Director</b>	Karen Haywood
<b>Deputy Divisional Director</b>	Andrew Picouleau
<b>Director, HR Operations</b>	Jeanette Devon
<b>Director Organisational Development &amp; Policy</b>	Mary-Anne Gallagher
<b>Director, Workforce Information Systems</b>	Ian Kiddell
<b>Director, Workplace Relations</b>	Andrew Picouleau
<b>Director, HR Planning &amp; Performance</b>	Andrea Heyward

## 2009

January							February						March										
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F			
					1	2			1	2	3	4	5	6			1	2	3	4	5	6	
F15	3	4	5	6	7	8	9	F18	7	8	9	10	11	12	13	F20	7	8	9	10	11	12	13
F16	10	11	12	13	14	15	16	F19	14	15	16	17	18	19	20		14	15	16	17	18	19	20
	17	18	19	20	21	22	23		21	22	23	24	25	26	27	F21	21	22	23	24	25	26	27
	24	25	26	27	28	29	30		28								28	29	30	31			
F17	31																						

  

April							May						June												
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F					
					1	2	3							1							1	2	3	4	5
F22	4	5	6	7	8	9	10	F24	2	3	4	5	6	7	8	F26	6	7	8	9	10	11	12		
	11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19		
F23	18	19	20	21	22	23	24	F25	16	17	18	19	20	21	22	F1	20	21	22	23	24	25	26		
	25	26	27	28	29	30			23	24	25	26	27	28	29		27	28	29	30					
									30	31															

  

July							August						September											
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F				
					1	2	3	F4	1	2	3	4	5	6	7						1	2	3	4
F2	4	5	6	7	8	9	10	F5	8	9	10	11	12	13	14	F7	5	6	7	8	9	10	11	
F3	11	12	13	14	15	16	17	F6	15	16	17	18	19	20	21		12	13	14	15	16	17	18	
	18	19	20	21	22	23	24		22	23	24	25	26	27	28	F8	19	20	21	22	23	24	25	
	25	26	27	28	29	30	31		29	30	31						26	27	28	29	30			

  

October							November						December										
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F			
					1	2			1	2	3	4	5	6						1	2	3	4
F9	3	4	5	6	7	8	9	F11	7	8	9	10	11	12	13	F13	5	6	7	8	9	10	11
	10	11	12	13	14	15	16	F12	14	15	16	17	18	19	20		12	13	14	15	16	17	18
F10	17	18	19	20	21	22	23		21	22	23	24	25	26	27	F14	19	20	21	22	23	24	25
	24	25	26	27	28	29	30		28	29	30						26	27	28	29	30	31	

## 2009 Public & University Holidays

- New Year's Day - Thursday 1 January
- Australia Day - Monday 26 January
- Good Friday - Friday 10 April
- Easter Saturday - Saturday 11 April
- Easter Monday - Monday 13 April
- Easter Tuesday - Tuesday 14 April (university holiday only)
- Anzac Day - Saturday 25 April
- Christmas Day - Friday 25 December
- Boxing Day - Saturday 26 December
- Boxing Day in lieu - Monday 28 December

The following are normal working days and are not Monash L

- Labour Day - Monday 9 March
- Queen's Birthday - Monday 8 June
- Melbourne Cup - Tuesday 3 November

## 2009 End of Year Closedown Dates

- Wednesday 23 December 2009 (academic & professional staff only)
- Thursday 24 December 2009
- Friday 25 December 2009
- Monday 28 December 2009
- Tuesday 29 December 2009
- Wednesday 30 December 2009
- Thursday 31 December 2009
- Friday 1 January 2010

## For all HR & payroll advice, please call

HR Enquiries [ext 20400](tel:20400)  
 Online Enquiries [ask.monash](mailto:ask.monash)

## Access to Staff Policies, Enterprise Agreements, Staff Forms via the Human Resources Division Website:

[www.adm.monash.edu.au/human-resources](http://www.adm.monash.edu.au/human-resources)

## Employee Self Service (ESS)

Website: <https://eservices.monash.edu.au/ess/>

## 2010

January							February								
S	S	M	T	W	T	F	S	S	M	T	W	T	F		
						1			1	2	3	4	5		
F15	2	3	4	5	6	7	8	F18	6	7	8	9	10	11	12
F16	9	10	11	12	13	14	15		13	14	15	16	17	18	19
	16	17	18	19	20	21	22	F19	20	21	22	23	24	25	26
	23	24	25	26	27	28	29		27	28					
F17	30	31													

Pay dates  
 Payroll paperwork deadline  
 Public Holidays  
 Non Uni Holidays  
 Uni holiday/Closedown dates  
 F? Pay periods