

Annual Leave Guidance – Appendix 2

Public Holiday Annual Leave Entitlements

- The Public Holiday entitlement colleagues will receive is calculated as follows: $0.2 \times$ your average weekly contracted hours of work \times number of bank holidays in the financial year. (0.2 represents one fifth of a working week, which is considered to be an average working day)
- This entitlement **must** be added to an individual's annual leave entitlement to give an overall leave entitlement
- If at any point in the leave year (1st April – 31st March), an additional Public Holiday is authorised by the government (for England), this will be calculated and added to the overall entitlement as above.
- If an employee is required to work a shift commencing on a Public Holiday and works more than a fifth of their contracted hours, the additional hours worked (the duration of the shift minus one fifth of the contracted hours) will be added to the annual leave entitlement following the Public Holiday.
- If a colleague is required to work any hours on a Public Holiday, they will not be expected to take any annual leave from their entitlement. For example (all based on full time contracts).

If your shift commences at 07:00am on the Public Holiday and finishes at 15:00pm, you will have worked 7.5 hours on a Public Holiday and will not be required to take 7.5 hours of your annual leave entitlement for that Public Holiday. In effect, you have this Public Holiday entitlement to take at another time.

If your shift commences at 19:00pm on the Public Holiday and completes at 07:00am the day following the Public Holiday, you will not be required to take hours from your annual leave entitlement to cover the Public Holiday and will have this Public Holiday entitlement to take at another time.

If your shift commences the day prior to the Public Holiday at 19:00pm and completes on the public holiday at 07:00am, the same premise as the above applies. You will not have to take leave to cover the Public Holiday and you will have this Public Holiday entitlement to take another time.

- If an employee normally works a set working day(s) on which a Public Holiday falls and is not required to work due to service closures, they will be required to book the necessary amount of leave to cover their working hours, unless other arrangements are agreed:

Further Example Calculations:

If you work full-time 37.5 hours but would normally only work 4 hours on a day on which a Public Holiday falls and you are not required to work, you will book 4 hours leave and have

3.5 hours remaining to take on another day.

If you work full-time 37.5 hours but would normally work 10 hours on a day on which a Public Holiday falls and you are not required to work, you will need to book 10 hours leave - 7.5 hours from your Public Holiday entitlement and an additional 2.5 hours annual leave entitlement or you could make up 2.5 hours in the week if agreed by your line manager.

If you work part-time, working 30 hours and you would normally work 10 hours on a day where a Public Holiday falls, but you are not required to work you need to book the 6 hours Public Holiday entitlement (0.2 x your average weekly contracted hours of work) and an additional 4 hours of annual leave or you could make up 4 hours in the week if agreed by your line manager.

If you work part-time, working 30 hours and you would normally work 3 hours on the day where a Public Holiday falls, but you are not required to work. Your Public Holiday is 0.2 x your weekly contracted hours which totals 6 hours. You would therefore need to book 3 hours from your Public Holiday entitlement, and you will have 3 hours remaining from your Public Holiday entitlement to use at another time.

- If an employee does not normally work on a day on which a Public Holiday falls, they are not required to use this leave and will be able to use it at some other time.
- Individuals that do not have set working days e.g., shift workers/six or seven-day services, and are not rostered to work on a day on which a Public Holiday falls, will not be required to use the entitlement on a Public Holiday. When a Public Holiday falls, individuals are required to ensure that they amount hours worked and annual leave taken, equate to the number of contracted hours per week or contractual hour period if over more than one week.
- Colleagues will not be entitled to the Public Holiday entitlement for any Public Holidays in which they are absent due to ill-health.
- Colleagues will be entitled to the Public Holiday entitlement for any Public Holidays in which they are absent due to maternity or paternity leave.