

PUBLIC HOLIDAYS - 2010

The following dates should be set as the established 6 fixed holidays for 2010:

- Friday 1 January 2010 New Year
- Monday 4 January 2010 (as 2 January falls on a Sunday)
- Friday 2 April 2010 Good Friday
- Monday 5 April 2010 Easter Monday
- Monday 27 December 2010 (as Christmas Day falls on a Saturday)
- Tuesday 28 December 2010 (as Boxing Day falls on a Sunday)

Chief Officer's Conditions of Service are not aligned to those employees covered by the Single Status Agreement, and as such are currently entitled to 12 days Public Holiday. The Chief Executive, in consultation with the CMT and the Head of Customer Relations and Organisational Development, has agreed that Chief Officers will convert the following Public Holidays to flexible holidays.

- Monday 3 May 2010 May Day
- Friday 28 May 2010 May Weekend
- Monday 31 May 2010
- Monday 19 July 2010
- Friday 24 September 2010 September Weekend
- Monday 27 September 2010

Due to the working arrangements in educational establishments it will be a requirement for non-teaching staff to commit some of their flexible leave entitlement to cover days when the establishment is closed those days being:

- Monday 3 May 2010 May Day
- Friday 28 May 2010 May Weekend
- Monday 31 May 2010
- Friday 24 September 2010 September Weekend
- Monday 27 September 2010

Employees who work on a 52 weeks per year basis from these establishments who wish to work on any one of the above days, at least 3 weeks notice in writing must be provided to their line manager who in turn, will advise them of the alternative work location for that day and the duties they will be required to perform.

Due to the Craft Worker's Conditions of Service not being aligned to those of employees covered by the Single Status Agreement their conditions require a separate list of Public Holidays to be agreed. Those days being:

- Friday 1 January 2010 New Year
- Monday 4 January 2010 (as 2 January falls on a Sunday)
- Friday 2 April 2010 Good Friday
- Monday 5 April 2010 Easter Monday
- Monday 3 May 2010 May Day Holiday
- Friday 28 May 2010 May Weekend
- Monday 31 May 2010
- Monday 19 July 2010 Fair Monday
- Friday 24 September 2010 September Weekend
- Monday 27 September 2010
- Monday 27 December 2010 (as Christmas Day fall on a Saturday)
- Tuesday 28 December 2010 (as Boxing day falls on a Sunday)

Additionally it had been previously agreed that:

- (i) employees who are not involved in emergency /essential services be instructed to commit 2 days as annual leave for the 2 working days immediately following the Christmas public holidays each year
- (ii) the working day immediately prior to the New Year public holidays be granted as a day of no work requirement each year

The committee should therefore note the following:

- Wednesday 29 December 2010 Annual Leave - Non Essential/ Emergency Services
- Thursday 30 December 2010 Annual Leave - Non Essential/ Emergency Services
- Friday 31 December 2010 Day of No Work Requirement

For employees required to work on any of the 3 days listed in 4.5 (ii) an alternative day off in lieu will be granted to be taken no later than 31 March 2011.

For employees in services that are operational on the Day of No Work requirement but who, due to shift patterns etc, are not due to work on that specific day compensatory time off in lieu equivalent to the number of hours which normally would have been worked will be granted to be taken no later than 31 March 2011.

Where a job share arrangement is in place each partner shall give a day from their flexible leave entitlement and the day of no work will be enjoyed by the partner due to work on that day. This has a disproportionate effect in one year but over a cycle of years will balance out.

Where staff work the full 35 hours but over a foreshortened week (condensed hours) they are due to receive the day of no work but only on a pro rata basis. Equally they should only be committing annual leave on a prorata basis. That means that if they are due to be at work on the 2 days to be committed then they have to give both since in 2 out of 5 years they will only be working one of the days. They will enjoy the day of no work as a day off if indeed it is a working day based on their individual work pattern, however, in 1 in every 5 years that will be their day that they are not due to work so should not receive any compensatory day at a later date. Over a cycle of a number of years this will balance out when calculated on an hourly basis.

For staff employed in a service where there is a 365 day a year service commitment with no opportunity for a Christmas or New Year closure it is not possible to allow a closure of the service as by it's very nature the service is provided to vulnerable groups every day of the year. They would then never "en masse" be afforded the opportunity to submit 2 days leave to receive the day in compensation. As they are being disproportionately affected they should receive a day in lieu of the day of no work to be taken at a later date but no later than the end of March 2010.

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HEAD OF CUSTOMER RELATIONS
AND ORGANISATIONAL DEVELOPMENT