

HR Briefing Note: Additional Bank Holiday – Monday 19th September

Workforce Arrangements

1. North Ayrshire Council Employees who have Monday 19th September 2022 as a public holiday:

The majority of North Ayrshire Council Employees are provided with Monday 19th September as a public holiday already.

With the announcement that a bank holiday will be provided on the 19th September, employees who are already off due to it being a fixed public holiday for the Council will be provided with a compensatory annual leave day to take at a time of their choosing at a later date. Please note details of the pro-rata calculation and administration of the day are detailed at **Appendix 1** and **2** below.

2. North Ayrshire Council Employees who do not have Monday 19th September 2022 as a public holiday:

There are some areas of the Council who do not recognise Monday 19th September as a public holiday:

- Waste Collections all Depots (excluding Millport)
- Streetscene Operations – Shift Workers
- Internal Transport (employees who started 2016 onwards)
- 52 week Facilities Management staff (Catering, Cleaning, Janitorial)
- 52 week Education School based staff
- 52 week Early Years Practitioners
- Teachers (see section 3 below)

If service delivery can be ceased on the day (19th September) then these employees would be provided with the day off. This would apply to school-based staff as the in-service day will be cancelled.

Where service delivery cannot be ceased then employees who work on Monday 19th September will be provided with a compensatory annual leave day to take at a later date.

If anyone is required to work on Monday 19th September, they would be paid enhanced rates (as per the Terms and Conditions of Employment) as the date is now a bank holiday for all employees.

3. Teachers who are on an in-service day

The in-service day will be cancelled, and teachers provided with the day off.

The in-service day will be reorganised at a later date. Therefore, the Head of Service for Education will consult with the LNCT and Local Government Trade Unions, and request permission from Scottish Government for an additional school closure day to reduce the number of teaching days. Employees and the public will be notified of this future date as soon as agreed.

4. Term-Time Employees who do not work the in-service day

Term Time employees who do not work in-service days will not be scheduled to work on Monday 19th September.

These employees will receive a compensatory day off in line with the guidance at appendix 2.

Appendix 1: Kelio/Annual Leave Card Administration Additional Holiday on Monday 19th September

Please see below guidance in relation to implementing the additional public holiday on Monday 19th September and any compensatory annual leave days.

Annual leave added as a compensatory day (pro-rated as applicable) will be added to your annual leave allowance for 2022 and be subject to your normal service rules around requesting and taking annual leave.

Employees using Kelio

Employees will have an additional day added to their annual leave balance if they were either due to work or have a scheduled public holiday that falls on 19th September.

- If you were **not due to work** on Monday 19th September and this was a scheduled public holiday for you then you will be able to book a compensatory annual leave day at another time using your additional balance. This day will be pro-rata for part-time/compressed/other non-standard working patterns.
- If you **were due to work** on Monday 19th September but have now been advised that you **will not be**, then you must use this balance to book the day off on Monday 19th September 2022. The balance added should be enough to cover your full shift due to the short notice requirement to take the day off.
- If you **were not** due to work on Monday 19th September and this was **not** a scheduled public holiday for you then you will be able to book a compensatory annual leave day at another time using your additional balance. This day will be pro-rata for part-time/compressed/other non-standard working patterns.
- If you **are working** on Monday 19th September, then you will be able to book a compensatory annual leave day at another time using your additional balance. This day will be pro-rata for part-time/compressed/other non-standard working patterns.

Please note that Kelio Balances will be updated as soon as possible. To allow the team to progress this, please only contact the Kelio team if your balance has not been updated by Friday 30th September 2022.

Employees using Annual Leave Cards/Attendance Cards

Employees who do not use the Kelio system should have an additional day added to their balance by their manager if they were either due to work or have a scheduled public holiday that falls on 19th September.

- If they **were not** due to work on Monday 19th September and this was a scheduled public holiday for them then you should update their balance with an additional day (This day will be pro-rata for part-time/compressed/other non-standard working patterns). This will allow the employee to book a compensatory annual leave at another time using their additional balance.

- If they **were due to work** on Monday 19th September but have now been advised that **they will not be**, then you must update their balance with the number of hours that cover their shift on Monday 19th and book the day off.
- If they **were not due** to work on Monday 19th September and this was **not** a scheduled public holiday for them then you should update their balance with an additional day (This day will be pro-rata for part-time/compressed/other non-standard working patterns). This will allow the employee to book a compensatory annual leave at another time using their additional balance.
- If they **are working** on Monday 19th September, then you should update their balance to add an additional day (This day should be pro-rata for part-time/compressed/other non-standard working patterns). This will allow the employee to book a compensatory annual leave at another time using their additional balance.

Term-Time Employees (Including Teachers)

All term-time employees will work to the revised term time calendar. The rearranged in-service day will be confirmed as soon as possible.

- Term Time Employees who **were scheduled** to work on Monday 19th September **and are no longer required** will benefit from the additional day off on Monday 19th September 2022.
- Term Time Employees who **were not due** to work on Monday 19th September will be due leave to be taken at another date. The ready reckoner at Appendix 2 will help with the calculation of pro-rata leave. Line Managers should manage additional pro-rata leave locally.
- For part-time term time employees, consideration may also be required in respect of contracted annual working hours required against the rearranged calendar. This would be worked out at school level.

Appendix 2 Ready Reckoner – Pro-Rata Leave

WORK WEEK	PRO RATA	WORK WEEK	PRO RATA	WORK WEEK	PRO RATA	WORK WEEK	PRO RATA	WORK WEEK	PRO RATA
7	1h 24m	12.5	2h 30m	18	3h 36m	23.5	4h 42m	29	5h 48m
7.5	1h 30m	13	2h 36m	18.5	3h 42m	24	4h 48m	29.5	5h 54m
8	1h 36m	13.5	2h 42m	19	3h 48m	24.5	4h 54m	30	6h 00m
8.5	1h 42m	14	2h 48m	19.5	3h 54m	25	5h 00m	30.5	6h 06m
9	1h 48m	14.5	2h 54m	20	4h 00m	25.5	5h 06m	31	6h 12m
9.5	1h 54m	15	3h 00m	20.5	4h 06m	26	5h 12m	31.5	6h 18m
10	2h 00m	15.5	3h 06m	21	4h 12m	26.5	5h 18m	32	6h 24m
10.5	2h 06m	16	3h 12m	21.5	4h 18m	27	5h 24m	32.5	6h 30m
11	2h 12m	16.5	3h 18m	22	4h 24m	27.5	5h 30m	33	6h 36m
11.5	2h 18m	17	3h 24m	22.5	4h 30m	28	5h 36m	33.5	6h 42m
12	2h 24m	17.5	3h 30m	23	4h 36m	28.5	5h 42m	34	6h 48m
								34.5	6h 54m
								35	7h 00m

If Line Managers are unsure of the pro-rata amount to be added please contact resourcinghr@north-ayrshire.gov.uk who can advise.