

### 5.3 BANK HOLIDAY CREDITS

All colleagues (full and part time) due to work on a bank holiday will take the day off and regardless of the number of hours they were scheduled to work, they will not be required to make up any shortfall nor claim any balance of hours. E.g.

Scheduled duty

Monday 8.00 (bank holiday)

Tuesday Day Off

Wednesday 9:00

Thursday 7.00

Friday 4.00

Saturday 7.00

Scheduled hours 35.00

If the bank holiday scheduled attendance is greater than a fifth of contractual hours (i.e. 7 hrs) the colleague is not required to work the shortfall. The colleague is only required to work the remaining scheduled hours – 27 hours in the example above. I.e. everyone follows their normal scheduled duty of the whole week with the bank holiday being another day off.

If a scheduled duty has a shorter attendance on a bank holiday than 1/5th of contractual hours then the opposite applies – in other words the employee does not claim back the difference between the scheduled attendance and a standard day (1/5th contractual hours) and is effectively losing under these circumstances. However in most cases the majority of colleagues are seen as benefiting from the arrangements and over the course of a year, the probability will be that most will gain rather than lose.

Full and Part Time colleagues with only one rest day whose scheduled day off coincides with a bank holiday have the choice of two options:-

A day in lieu that can either be added to the annual leave card or moved to another convenient time (such as the following week) if operationally possible.

or

Overtime can be claimed at normal rate – this will be 1/5th of the weekly contractual hours.

Part time colleagues that have more than one day off each week should be treated equally to full time colleagues and are entitled to 1/5th of weekly contracted hours in lieu or overtime as detailed above.

Days off should not be changed deliberately to avoid paying overtime or days in lieu.

For colleagues who are on annual leave over a bank holiday the following arrangements apply:-

If the colleague is on annual leave for the whole week then only 4 days should be shown on their annual leave card with the other day being the bank holiday absence. In the case of part time colleagues then only 4/5th of their contractual hours should be shown on their card.