

3.06 Public and Privilege Holidays

This policy is about your entitlement to public and privilege holidays.

- If you work full time, you are entitled to up to 12 days public or privilege holiday. These are detailed in Section 1.1 Civil Servants Working a 5-Day Week
- If you work an alternative working pattern, your entitlement to public and privilege holidays may be reduced on a proportionate basis according to the number of hours you work. Section 2 Part-Time Staff.
- Details of what happens when these holidays fall within periods of annual leave and other periods of absence are given in Section 3 Public or Privilege Holidays During Annual Leave.

The following terms within this policy are defined in the glossary:

Conditioned hours

You may also be interested in the following policies:

3.08 Special Leave, 3.10 Alternative Working Patterns, 3.02 Maternity Leave, 3.05 Adoption Leave, 3.03 Paternity Leave and 3.07 Annual Leave.

This policy is version 5

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

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3.06 Public and Privilege Holidays

1 Civil Servants Working a 5-Day Week

- 1.1 You are allowed public and privilege holidays up to a maximum of 12 days a year. The distribution of these days over the year is as follows:

New Year's Day (or the following Monday when New Year's Day falls on a Saturday or Sunday)	Bank Holiday if proclaimed
17 March - St Patrick's Day (or the following Monday when St Patrick's Day falls on a Saturday or Sunday)	Bank Holiday
Easter Monday	Bank Holiday
Easter Tuesday	In lieu of Good Friday
May Day Bank Holiday (first Monday in May)	Bank Holiday if proclaimed
Spring Bank Holiday (last Monday in May)	Bank Holiday
12 July (or any day proclaimed a Public Holiday in place of 12 July)	Bank and Public Holiday if proclaimed
13 July (or the next working day following either (a) 12 July or (b) any day proclaimed a Public Holiday in place of 12 July)	Privilege Holiday
Late Summer Bank Holiday (last Monday in August)	Bank Holiday
Christmas Day (or the following Monday when 25 December falls on a Saturday or the following Tuesday when the 25 December falls on a Sunday)	Common Law Holiday
Boxing Day (or the following Monday when 26 December falls on a Saturday or the following Tuesday when 26 December falls on a Sunday)	Bank Holiday
A third day at Christmas to be announced each year	Privilege Holiday

2 Part-Time Staff

2.1 If you are part-time, you are entitled to time off pro rata to the normal net conditioned hours rounded up to the nearest half day. The allowance will be calculated by the SSC. For example, if you work 2½ days a week, you would be allowed up to 6 days a year, that is half of the allowance for a full-time officer.

2.2 If you exceed your allowance for public and privilege holidays for example because you work on Mondays, you will be required to make up the difference. You can do this either by working on days you would not normally work or by using annual leave. If you take less than your allowance for public and privilege holidays, the balance can be taken as time off in lieu.

2.3 Any difference between the number of public and privilege holidays taken and your allowance for such leave must be cleared before the end of the annual leave year.

3 Public or Privilege Holidays During Annual Leave

3.1 Where a public or privilege holiday occurs during a period of annual leave the holiday will not reckon against the annual leave entitlement. However, a public or privilege holiday falling within a period (but not on the first or last day) of sick absence will be reckoned against the total number of days taken. For the position during periods of special leave see policy 3.08, Special Leave.

PUBLIC AND PRIVILEGE HOLIDAYS

ANNEX 1

CSC 04/08

ICSC 01/08

TO ALL DEPARTMENTS

PUBLIC AND PRIVILEGE HOLIDAYS

In accordance with policy 3.06 Public and Privilege Holidays in the HR Handbook, the holiday arrangements for July 2008 will be as follows:

Monday 14 July 2008

Tuesday 15 July 2008