

National Joint Council for Local Government Services

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**To: Chief Executives in England, Wales & N Ireland
(with copies for HR Director & Finance Director)
Members of the National Joint Council
Provincial/Associated Joint Secretaries
Local Authority Associations' Secretaries**

13 July 2010

Dear Chief Executive,

Working Arrangements:

Christmas Day & Boxing Day 2010 and New Year's Day 2011

Christmas Day and Boxing Day 2010 fall on Saturday and Sunday respectively and New Year's Day 2011 falls on a Saturday.

Monday 27 December automatically becomes a public holiday in place of Boxing Day and the Government has designated Tuesday 28 December and Monday 3 January 2011 as public holidays with pay in substitution for Christmas Day and New Year's Day respectively.

A number of questions have arisen as to the payments to be made to employees required to work on 25, 26, 27 & 28 December and 1 & 3 January.

In accordance with joint advice issued in previous years to deal with these circumstances, authorities are advised that payments, unless a local agreement is in place, should be made in accordance with Green Book Part 3 Para 2.6 as follows:

- Employees required to work **either** on Saturday 25 December **or** Tuesday 28 December (**but not both**) should receive public holiday payments for the day on which they work.
- Employees required to work on **both** Saturday 25 December **and** Tuesday 28 December should receive Saturday rates of pay for Saturday 25 December and public holiday pay for Tuesday 28 December.
- Employees required to work **either** Sunday 26 December **or** Monday 27 December (**but not both**) should receive public holiday pay for the day on which they work.
- Employees required to work on **both** Sunday 26 December **and** Monday 27 December should receive Sunday rates of pay for Sunday 26 December and public holiday pay for Monday 27 December.

- Employees required to work **either** Saturday 1 January **or** Monday 3 January (**but not both**) should receive public holiday payments for the day on which they work.
- Employees required to work on **both** Saturday 1 January **and** Monday 3 January receive Saturday rates of pay for Saturday 1 January and public holiday pay for Monday 3 January.

Yours sincerely,



Sarah Messenger



Pete Allenson



Brian Strutton



Heather Wakefield

Joint Secretaries