

## **Public and privilege holidays**

### **Policy**

#### **Public and privilege allowance**

As well as annual leave, full time employees who work a standard five day week, seven hours and 12 minutes each day (36 hours net per week) are entitled to 10½ days public and privilege holidays per calendar year (January to December).

#### **Compressed hours**

Employees who work a compressed week, 36 hours net per week spread over four working days, are entitled to an equivalent amount of public and privilege allowance reflecting the fact that they work on fewer days (albeit the same number of hours) than full time employees working a standard five day week.

#### **Part time hours**

Employees who work part time are entitled to a proportionate public and privilege allowance that reflects the number of hours/days worked each week.

#### **Excess/shortfall of allowances**

Employees across the OFT working part time or compressed hours will do so over a wide variety of working patterns and days. Public and privilege holidays fall on a combination of fixed week days (variable dates) and fixed dates (variable days). Because of these two factors it is possible than in some years these employees will gain an advantage and in others a disadvantage over their allowances. Where an employee's allowance falls short of the days/hours required to take off public or privilege holidays, they will be required to make up the shortfall through either their annual leave allowance or from any flexi time credit (where worked).

**The bank/public holidays and privilege days are:**

Bank/public holidays

- New Year's Day
- Good Friday
- Easter Monday
- Early May Bank Holiday
- Late May Bank Holiday
- Summer Bank Holiday
- Christmas Day
- Boxing Day.

Privilege days

- Maundy Thursday (afternoon only)
- The Queen's Birthday (generally observed Friday before or Tuesday following the Late May Bank Holiday)
- An additional day over the Christmas holiday period (during last two weeks of December).

The Office is normally closed on bank/public holidays and open on days 'traditionally' set as privilege days.

**Public and/or privilege holiday falling during annual leave**

A public holiday or privilege day that falls during an absence on annual leave should not be counted against the annual leave allowance.

**Sickness absence on public and/or privilege holiday**

Employees should agree with management in advance the days they will take off as their public holidays and privilege days. Where an employee has agreed to work on a public holiday or privilege day but becomes incapacitated, the absence will be recorded as sick absence and time off in lieu will be granted.

If an employee is sick on a date on which they have previously agreed with management that they would take as a public holiday, and that day(s) falls in the middle of a period of sickness absence the days(s) will be treated as sickness absence and the employee will **not** be eligible for time off in lieu.

If the public holiday(s) previously notified fall at the beginning or end of a period of sickness absence, the employee will **not** be eligible for time off in lieu.

Employees will be eligible for time off in lieu if they are sick on a day previously agreed with management that they would take a privilege holiday.

### **Special leave**

Employees on special leave (paid or unpaid) over a public holiday are **not** entitled time off in lieu. Employees will be eligible for time off in lieu for privilege days that they have been unable to take over the special leave period.

### **Carrying forward**

Unused privilege days may **not** be carried forward into a new calendar year. You are not entitled to compensation for unused privilege days.

### **Procedure**

#### **Taking time off or working on a privilege day**

Normally the office is open on days classed as privilege days. This means that management must ensure there is sufficient cover to meet the local operational needs. Employees must therefore pre-arrange with management when they will take their privilege days.

If employees are required to work on a privilege day they will be allowed equal time off in lieu, it should be booked within a month and taken within the same calendar year.

### **Updating leave books – employees working part time/compressed hours**

Part time employees will be given a proportionate amount of public and privilege holiday allowance and those who work a compressed working week will be given an equivalent amount of public and privilege holiday allowance each calendar year. This allowance will be recorded in a separate annual leave book.

When an employee would have been due to work, according to their normal working pattern, and a public or privilege holiday occurs they must deduct the time taken off from their public and privilege allowance.