

**The Scottish Government**

Directorate for Health Workforce and Performance  
Pay and Terms and Conditions of Service Division



Dear Colleague

**ARRANGEMENTS FOR SPECIAL PUBLIC HOLIDAY TO  
CELEBRATE THE QUEEN'S DIAMOND JUBILEE**

1. As has already been announced, there will be a special public holiday for the Queen's Diamond Jubilee on Tuesday 5 June 2012.
2. I now write to confirm the payment and leave arrangements which should apply on Tuesday 5 June in NHSScotland for staff working under the Agenda for Change system. For these purposes, this would include Board Medical Directors and the Executive and Senior Management cohorts.
3. Where employees are required to work on Tuesday 5 June 2012, payment and conditions of service should be those which would apply on a normal Tuesday, with a day off in lieu, and other staff will be entitled to a day's paid leave. Part time staff will receive a pro-rata entitlement.

**Cabinet Secretary Approval**

4. This circular has been approved by the Cabinet Secretary under regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991/537). A copy of the formal approval is attached.
5. Employers should make their own arrangements for obtaining additional copies of this circular, which can be viewed at - [www.sehd.scot.nhs.uk](http://www.sehd.scot.nhs.uk).

Yours sincerely

**JOHN COWIE**

Deputy Director  
Directorate for Health Workforce and Performance

3 February 2012

For action

Chief Executives,  
Directors of Finance,  
Directors of Human Resources:  
NHS Boards and Special Health  
Boards, NHS National Services  
Scotland (Common Services  
Agency) and Healthcare  
Improvement Scotland

For information

Members, Scottish Partnership  
Forum  
Members, Scottish Terms and  
Conditions Committee  
Members, Scottish Workforce and  
Staff Governance Committee

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**NATIONAL HEALTH SERVICE  
APPROVAL OF REMUNERATION AND CONDITIONS OF SERVICE**

In accordance with regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991/537) the remuneration and conditions of service set out in the attached Scottish Government Health Workforce Directorate circular of 3 February 2012 – PCS(AFC)2012/1 – in respect of pay and leave arrangements on 5 June 2012 are hereby approved for the purposes of the said Regulations.

**JOHN NICHOLLS**

Deputy Director  
Directorate for Health Workforce and  
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3 February 2012