



Dear Colleague

CHRISTMAS AND NEW YEAR AT WEEKEND

1. This guidance is being issued in order to ensure that all staff are treated fairly and consistently in accordance with NHS Scotland's Staff Governance Standard for Christmas and New Year holidays that fall during the weekend.
2. When Public Holidays for Christmas and New Year fall at weekends, then alternate days will be designated as if they were paid Public Holidays, and the appropriate payments and TOIL will be applied in accordance with Agenda for Change terms and conditions.
3. However, staff will not receive additional payments for both the alternate days and the days that would otherwise have been Public Holidays. A maximum of two Public Holidays can be paid during each of the Christmas and New Year holiday weekends. For example:
 - a) A Band 5 Nurse works on 25, 26 and 28 December 2020. In this scenario, the Nurse will only receive Public Holiday payments for 25 and 28 December 2020, and be paid normal Saturday enhancement rates for 26 December 2020.
 - b) A Band 5 Nurse only works on 26 December 2020 and is off duty on 25 and 28 December 2020. In this scenario, the Nurse will be paid Public Holiday payments for 26 December 2020.
 - c) A Band 5 Nurse who normally works Monday to Friday is off on 25 December and 28 December 2020 but is required to be on-call for Saturday 26 December 2020. In this scenario, the Nurse will receive an on-call allowance and any work undertaken on 26 December 2020 will be at the Public Holiday rate, as set out in [PCS\(AFC\)2015/3](#).

17 September 2020

Addressees

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
Governance Committee

Enquiries to:

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4. Please note that references in this guidance apply to any member of staff who is required to work on these dates and also to staff who are on-call during these dates.

5. The public holidays for the 2020-21 Christmas and New Year period are confirmed as:

Friday 25 December 2020

Monday 28 December 2020 (alternate day for 26 December)

Friday 1 January 2021

Monday 4 January 2021 (alternate day for 2 January).

6. Accordingly, for NHS Scotland in the 2020-21 Christmas and New Year period, the following will apply:

Specifically for Christmas, the principles which will apply will be:

- i. Staff required to work on Friday 25 December 2020 only will have the Public Holiday provisions applied to that day.
- ii. Staff required to work on Saturday 26 December 2020 only will have the Public Holiday provisions applied to that day.
- iii. Staff required to work on Monday 28 December 2020 only will have the Public Holiday provisions applied to that day.
- iv. Staff required to work on any two of the dates listed in (i), (ii) and (iii) above will have the Public Holiday provisions applied to both days.
- v. Staff required to work on all three days (25, 26 and 28 December 2020) will only have the Public Holiday provisions applied to 25 and 28 December 2020, and the normal weekend provision for 26 December 2020.
- vi. Sunday 27 December 2020 will be a normal working day and normal Sunday rates will apply for any staff required to work on that day.

In regard to the New Year holidays, the same principle will apply as follows:

- vii. Staff required to work on Friday 1 January 2021 only will have the Public Holiday provisions applied to that day.
- viii. Staff required to work on Saturday 2 January 2021 only will have the Public Holiday provisions applied to that day.
- ix. Staff required to work on Monday 4 January 2021 only will have the Public Holiday provisions applied to that day.
- x. Staff required to work on any two of the dates listed in (vii), (viii) and (ix) above will have the Public Holiday provisions applied to both days.

- xi. Staff required to work on all three days (1, 2 and 4 January 2021) will only have the Public Holiday provisions applied to 1 and 4 January 2021, and the normal weekend provision for the 2 January 2021.
- xii. Sunday 3 January 2021 will be a normal working day and normal Sunday rates will apply for any staff required to work on that day.

Action

7. NHS Boards and Special Health Boards should ensure that the above provisions and payment arrangements are applied for the 2020-21 Christmas and New Year period.

Enquiries

8. Employees should direct their personal enquiries to their employing NHS Board or Special Health Board.

9. This circular is available online at www.publications.scot.nhs.uk.

Yours sincerely



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Workforce Pay, Practice and Engagement Division



**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 17 September 2020 – PCS(AFC)2020/3 – in respect of terms and conditions when Christmas and New Year fall on the weekend are hereby approved for the purposes of the said Regulations.

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17 September 2020