



Dear Colleague

CHRISTMAS AND NEW YEAR AT WEEKEND – 2022-23

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 over the weekend.
2. When Public Holidays for Christmas and New Year fall wholly or partly at the weekend, then alternate days are designated as paid Public Holidays, and the appropriate payments and TOIL will be applied in accordance with Agenda for Change terms and conditions. For Christmas and New Year 2022/2023, 25 December and 1 January fall on Sundays. Therefore, alternative public holiday dates have been set as 27 December and 3 January.
3. Staff will not, however, 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. Paragraph 6 provides details of payments due.
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, and undertake any work arising from being on call, during these dates.
5. The public holidays for the 2022-23 Christmas and New Year period are confirmed as:
 - **Monday 26 December 2022**
 - **Tuesday 27 December 2022 (alternate day for 25 December)**
 - **Monday 2 January 2023**
 - **Tuesday 3 January 2023 (alternate day for 1 January)**

10 November 2022

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:

Colin Cowie
Scottish Government Health
Directorates
Health Workforce
Ground Floor Rear
St Andrew's House
EDINBURGH EH1 3DG

E-mail:

hwfpaytermsandconditions@gov.scot

6. For NHS Scotland in the 2022-23 Christmas and New Year period, the following will apply.

For Christmas, the principles will be:

- i. Staff not required to work on Sunday 25 December 2022 but required to work on one or both of the designated public holidays (26 and 27 December 2022), will receive Public Holiday enhancements for the designated public holidays worked (26 and or 27 December 2022).
- ii. Staff required to work on Sunday 25 December 2022 but not required to work on any of the designated public holidays will receive Public Holiday enhancements for Sunday 25 December 2022.
- iii. Staff required to work on Sunday 25 December 2022 as well as one of the designated public holidays (either 26 or 27 December 2022) will receive Public Holiday enhancements for both days they are required to work.
- iv. Staff required to work on Sunday 25, Monday 26 and Tuesday 27 December 2022 will receive Sunday rates for Sunday 25 December and Public Holiday enhancements for Monday 26 and Tuesday 27 December.
- v. The principles above apply irrespective of a staff members normal working pattern.

For the New Year holiday, the same principle will apply as follows:

- vi. Staff not required to work on Sunday 1 January 2023 but required to work on one or both of the designated public holidays (2 January and 3 January 2023) will receive Public Holiday enhancements for the designated public holidays (2 and or 3 January 2023).
- vii. Staff required to work on Sunday 1 January 2023 but not required to work on any of the designated public holidays (2 January and 3 January 2023) will receive Public Holiday enhancements for Sunday 1 January 2023.
- viii. Staff required to work on Sunday 1 January 2023 as well as one of the designated public holidays (either 2 or 3 January 2023) will receive Public Holiday enhancements for both days they are required to work.
- ix. Staff required to work on Sunday 1 January, Monday 2 January and Tuesday 3 January 2023 will receive Sunday rates for Sunday 1 January and Public holiday enhancements for Monday 2 and Tuesday 3 January.
- x. The principles above apply irrespective of a staff members normal working pattern.

Action

7. NHS Boards and Special Health Boards should ensure that the above provisions and payment arrangements are applied for the 2022-23 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



LAURA ZEBALLOS

Deputy Director
Health Workforce
Pay, Practice and Partnership 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 10 November 2022 – PCS(AFC)2022/2 – 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.

LAURA ZEBALLOS
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10 November 2022