

National Joint Council for Local Government Services

Employers' Secretary
Sarah Messenger

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**To: Chief Executives in England, Wales and N Ireland
(copies for HR and Finance Directors)
Members of the National Joint Council**

10 August 2016

Dear Chief Executive,

Working Arrangements: Christmas & New Year 2016/17

Christmas Day and Boxing Day 2016 fall on Sunday and Monday respectively and New Year's Day 2017 falls on a Sunday.

The Government has designated Tuesday 27 December and Monday 2 January as public holidays with pay in substitution for Christmas Day and New Year's Day respectively.

This circular sets out the payments to be made to employees required to work over the Christmas period. 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(b)&(d) as follows:

- Employees required to work **only one day** out of Sunday 25 December **or** Monday 26 December **or** Tuesday 27 December should receive public holiday pay, plus time off with pay at a later date, for the one day on which they work.
- Employees required to work **all three consecutive days** of Sunday 25 December **and** Monday 26 December **and** Tuesday 27 December should receive Sunday rates of pay for Sunday 25 December, and public holiday pay plus time off with pay at a later date for both Monday 26 December and Tuesday 27 December.
- Employees required to work on **both** Sunday 25 December and Monday 26 December (but **not** Tuesday 27 December) should receive public holiday pay plus time off with pay at a later date for both days.
- Employees required to work on **both** Sunday 25 December **and** Tuesday 27 December should receive Sunday rates of pay for Sunday 25 December and public holiday pay plus time off with pay at a later date for Tuesday 27 December.

- Employees required to work **either or both** Monday 26 December **and / or** Tuesday 27 December should receive public holiday pay plus time off with pay at a later date for the day[s] on which they work.
- Employees required to work **either** Sunday 1 January **or** Monday 2 January (but not both) should receive public holiday pay plus time off with pay at a later date for the day on which they work.
- Employees required to work on **both** Sunday 1 January **and** Monday 2 January should receive Sunday rates of pay for Sunday 1 January and public holiday pay plus time off with pay at a later date for Monday 2 January.

Yours sincerely,



Sarah Messenger



Rehana Azam



Fiona Farmer



Heather Wakefield

Joint Secretaries