

# PUBLIC HOLIDAY WORKING

## Summary Of Provisions

This guidance covers the Public Holiday Working arrangements, relating to pay and time off, for Single Status employees who work on a recognised public holiday between 00.00 and 24.00 hours.

- 1. If you work on a recognised public holiday and this is a normal working day.....2
- 2. If you work on a recognised public holiday and this is a non-working day.....3
  - a) Full time workers for hours worked in excess of 36 hours.....3
  - b) Part time workers for hours worked up to 36 hours.....3
- 3. Standby, Callout and Disturbance Arrangements .....4
  - a) If you are contractually required to be on standby and rostered for a public holiday .....4
  - b) If you are not contractually required to be on standby but are called out to work on a public holiday.....4

1. If you work on a recognised public holiday and this is a normal working day you will be entitled to:

Contractual Pay	Pay Enhancement	Time off
As you are due to work on the public holiday as part of your contracted hours, you will already be receiving pay for this day within your salary.	In addition to your contracted pay, a half time enhancement will be paid for hours worked. This will be capped at a maximum of your day's normal contracted hours.	<p>You will be entitled to compensatory time off in lieu (TOIL) at plain time.</p> <p>The amount will either be:</p> <ol style="list-style-type: none"> <li>1. The equivalent of your daily contracted hours, or</li> <li>2. The actual hours worked if less than your daily contracted hours, with a minimum of 3 hours and 36 minutes (i.e half a standard working day)</li> </ol>

\*In exceptional circumstances, and at the discretion of the Head of Service, a payment of double time and a half (2.5T) may be made in complete recompense for public holiday working as opposed to the above arrangements. Please note this equates to an additional payment of time and a half as you have already received payment for this day in your salary.

2.If you work on a recognised public holiday and this is a non-working day, you will be entitled to:

### Contractual Pay

If you are required to work on a public holiday and this is a non-working day for you then you will not be receiving pay for this day within your salary already. The following enhancements apply for full time and part time workers working up to and in excess of 36 hours per week:

a) Full time workers for hours worked in excess of 36 hours in that week will be entitled to:

Contractual Pay	Pay Enhancement	Time off
None	Public holiday overtime rates will apply: <ul style="list-style-type: none"><li>• For hours between 07.00 – 24.00 you will be paid time and a half.</li><li>• For hours between 00.00 – 07.00 you will be paid double time.</li></ul>	Time off in lieu does not apply to any overtime worked on a public holiday.

b) Part time workers for hours worked up to 36 hours in that week will be entitled to:

Contractual Pay	Pay Enhancement	Time off
None	<ul style="list-style-type: none"><li>• Plain time rates will apply for part-time hours and any additional hours worked up to a maximum of 36 hours.</li><li>• A half time enhancement will be paid for actual hours worked</li></ul>	Time off in lieu does not apply to any additional hours worked on a public holiday.

### 3. Standby, Callout and Disturbance Arrangements

a) If you are contractually required to be on standby and rostered for a public holiday, you will be entitled to:

Contractual Pay	Pay Enhancement	Time off
If you are contractually required to be on standby and rostered for a public holiday, you will already be receiving pay for this day within your salary.	In addition to the appropriate Standby, Call Out and Disturbance payments detailed in the <a href="#">Overtime, Standby and Callout Policy</a> , you will be entitled to a half time enhancement, applied for actual hours worked. This will be capped at a maximum of your day's normal contracted hours.	<p>You will be entitled to compensatory time off in lieu (TOIL) at plain time.</p> <p>The amount will either be:</p> <ol style="list-style-type: none"><li>1. The equivalent of your daily contracted hours, or</li><li>2. The actual hours worked if less than your daily contracted hours, with a minimum of 3 hours and 36 minutes (i.e half a standard working day)</li></ol>

b) If you are not contractually required to be on standby but are called out to work on a public holiday in excess of one hours, you will be entitled to overtime in accordance with section 2(a) above.

#### Where to Find More Information

For further information contact the Payroll Team on 75555 or [payrollandreward@pkc.gov.uk](mailto:payrollandreward@pkc.gov.uk)