

Annual Holiday – Bank and public holidays

Guide for employees

This guide provides information on managing bank holidays

Main topic areas

- UK bank and public holidays
- What time off can be taken
- Working on a bank or public holiday
- Where to go for further information

Getting help

Contact your line manager if you have any queries about this guide.

Line managers can obtain advice by:

Calling the HR Services Advice Centre on 0845 6060603 / 5456 7100

Managers working for Parcelforce Worldwide should call 0845 6042787 / 5456 4747

For web access please go to:
<https://www.psp.royalmailgroup.com>



Annual Holiday – Bank and public holidays

Guide for employees

UK bank and public holidays

In addition to the contractual annual holidays, employees are entitled to paid time off for bank and public holidays, unless stated otherwise in their contract of employment.

UK bank holidays

- **England and Wales**

New Year's Day, Good Friday, Easter Monday, early Spring Bank Holiday, late Spring Bank Holiday, the last Monday in August, Christmas Day and Boxing day

- **Northern Ireland**

As for England and Wales, with the additional bank holidays of St Patrick's Day and 12th July

- **Scotland**

Bank holidays are taken according to the prevailing local arrangements

For information on the dates that bank and public holidays fall refer to *DirectGov Website: UK Bank and Public Holidays*.

What time off can be taken

A bank holiday falls on a day that an employee is not scheduled to work

Where an employee's work pattern would either miss, hit fewer or more bank or public holidays:

- The employee's hours should be adjusted the week before or after the bank holiday allowing them the time off
- Where possible this should be done by pre-scheduling the attendance pattern in advance across the year

If it is not possible to reschedule the rest day, for further assistance please see either of the following guides:

- Attendance Regulations – Working Time – Postal & Administration Grades, or
- Attendance Regulations – Working Time – Engineering & Road Transport

Bank and public holiday entitlements for part-time employees

Royal Mail Group (except HR Services)

Part-time employees who work at least four days a week:

- Are entitled to the same time off as full-time employees
- If their work pattern means that they miss a bank or public holiday the time off should be given as close to the particular holiday as possible

If an employee works three or fewer days a week:

- The total bank holiday entitlement should be reduced pro-rata to a five day week (rounded to the nearest half day)

Calculating bank holiday entitlements

This table shows how to calculate an employee's bank holiday entitlement. It is based on a year when there are eight bank holidays.

The number of bank and public holidays in a year may vary depending when Easter falls and the granting of one-off public holidays by the government.

Number of days worked per week	Calculation Number of days worked per week divided by five (working days in the week) multiplied by eight (number of bank holidays in a normal year)	Number of bank holiday entitlement days due (rounded to nearest half day)
1	1 divided by 5 multiplied by 8	1.6 (rounding to 1.5 days)
2	2 divided by 5 multiplied by 8	3.2 (rounding to 3 days)
3	3 divided by 5 multiplied by 8	4.8 (rounding to 5 days)
4	Full Bank Holiday Entitlement	8
5	Full Bank Holiday Entitlement	8

HR Services

If an employee is due to work on a bank holiday, they will get the day off regardless of their contracted hours.

If the employee works full-time hours over a four day week and the bank holiday falls on their day off, they will be credited with a day's annual holiday.

Part-time employees working four days or less a week whose attendance pattern misses a bank holiday will be credited a day's holiday in lieu. This will be calculated as one fifth of the employee's contracted hours.

Employees can also access the *HR Services Bank Holiday Attendance Agreement* for further information.

Working on a bank or public holiday

To provide the service that our customers expect there is a requirement for some employees to work on bank and public holidays.

Depending on the employee's contract of employment, they may be entitled to be paid overtime and receive time off in lieu. If within conditioned hours, the employee may receive a premium payment.

Where to go for further information

The Getting help box on the front page tells you where to find further information

For information on bank and public holiday pay rates and options refer to *Pay Rates*.

- Attendance Regulations – Working Time – Postal & Administration Grades
- Attendance Regulations – Working Time – Engineering & Road Transport