

**POLICE STAFF COUNCIL
Employers' Side**

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**To: Clerks to Police Authorities (copy enclosed for Treasurer)
(England and Wales excluding Metropolitan Police)**

**Chief Constables (copy enclosed for Force Personnel Manager)
(England and Wales excluding Metropolitan Police)**

Metropolitan Police and Forces in Scotland (for information only)

c.c. PSC Employer Side Members

15 November 2004

CIRCULAR EMP/4/04

Christmas Day and Boxing Day 2004, and New Year 2004/5

Dear Sir/Madam

As you are aware Christmas Day and Boxing Day 2004 both fall on a Saturday and Sunday. The Employers' Side Members have considered a claim submitted by the trade unions for parity with arrangements currently in place for police officers on bank holiday payments for Christmas and New Year 2004/05, both of which fall on weekends.

The Employers' Side feels that there are long-standing arrangements covering police staff where the bank holiday coincides with a weekend. While these are less favourable than those available to police officers many on the Employer Side view the arrangements for police officers as generous and better than those that exist elsewhere in the public sector. Extending these arrangements to police staff would be expensive for police forces and authorities. Also a similar claim has only recently been rejected following discussion on the review of the PSC Handbook. As a consequence the claim was rejected and the usual arrangements for bank holidays falling on a weekend should be continued this year.

As we understand it, strictly speaking, the 26 December and 1 January are not public holidays if they fall on a Saturday or Sunday. However when this happens an additional bank holiday is provided in lieu of each day.

Christmas day is a public holiday but an additional bank holiday is also provided when 25 December falls on a Saturday or Sunday.

In order to prepare this year you may wish to identify all police staff who will be in either the following groups:

1. Those who will definitely be required to work during the Christmas and Boxing Day period, for operational reasons.
2. Those who will definitely not be required to be on standby over the Christmas and Boxing Day period.

For those staff whose normal five-day week does not include Saturday or Sunday and who will not be working on 25 or 26 December the Christmas and Boxing Day holiday will be Monday 27 and Tuesday 28 December. Where Christmas and Boxing Day holiday coincides with a rest day or free day, the day should be treated as a public holiday and in addition a substitute rest or free day shall be given.

The pay arrangements that should apply when the 25, 26 December/1 January falls on a Saturday or Sunday have in the past been paid public holiday rates for working the 25, 26 December or the bank holiday in-lieu of these days but not both. The same arrangement applies to 1 January and the bank holiday in lieu.

It is likely that some of the police staff identified in these groups will have bank holiday and/or standby provisions included in their contracts, while others will not.

If you have any enquiries on this circular please do not hesitate to contact me on 020 7296 6722 or my colleague Emine Ali on 020 7296 6746.

Yours faithfully



Graham Baird
for PSC Employers' Secretary