

**To: The Chair of the Probation Board/Trust
The Chief Officer of the Probation Board
The Chief Executive of the Probation Trust
(Copy enclosed for the Head of Human Resources)
The Secretary of the Probation Board/Trust
Members of the NNC**

1 December 2009

NNC CIRCULAR NO.14/2009

Dear Madam/Sir

Working and Pay Arrangements: Christmas Day and Boxing Day 2009

Christmas Day and Boxing Day 2009 fall on a Friday and Saturday respectively.

The Government has designated Monday 28 December as a public holiday with pay in substitution for Boxing Day.

A number of questions are likely to arise as to the payments to be made to employees required to work on Saturday 26 and/or Monday 28 December.

Boards and Trusts are advised that payments, unless a local agreement is already in place, should be made as follows:

- Employees required to work on Friday 25 December should receive public holiday pay.
- Employees required to work on Sunday 27 December should receive Sunday rates of pay.
- Employees required to work only one day out of Saturday 26 December or Monday 28 December should receive public holiday payments for the one day on which they work.
- Employees required to work on both Saturday 26 December and Monday 28 December should receive Saturday rates of pay for Saturday 26 December and public holiday pay for Monday 28 December.

Yours sincerely

**Christine Lawrie
Jonathan Ledger
Joint Secretaries**