

National Negotiating Council for the Probation Service

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

2nd September 2010

NNC CIRCULAR NO.9/2010

Dear Madam/Sir

Working and Pay Arrangements: Christmas Day and Boxing Day 2010 and New Years' Day 2011

Christmas Day and Boxing Day 2010 fall on Saturday and Sunday respectively and New Year's Day 2011 falls on a Saturday.

Monday 27 December automatically becomes a public holiday in place of Boxing Day and the Government has designated Tuesday 28 December and Monday 3 January 2011 as public holidays with pay in substitution for Christmas Day and New Year's Day respectively.

It is expected that a number of questions are likely to arise in respect of the payments to be made to employees required to work on 25, 26, 27 and 28 December 2010 and 1 and 3 January 2011.

In anticipation of that, trusts are advised that, unless a local agreement is already in place, payments should be made as follows:

Employees required to work either on Saturday 25 December or Tuesday 28 December (but not both) should receive public holiday payments for the day on which they work.

Employees required to work on both Saturday 25 December and Tuesday 28 December should receive Saturday rates of pay for Saturday 25 December and public holiday pay for Tuesday 28 December.

Employees required to work either on Sunday 26 December or Monday 27 December (but not both) should receive public holiday payments for the day on which they work.

Employees required to work on both Sunday 26 December and Monday 27 December should receive Sunday rates of pay for Sunday 26 December and public holiday pay for Monday 27 December.

Employees required to work either on Saturday 1 January or Monday 3 January (but not both) should receive public holiday payments for the day on which they work.

Employees required to work on both Saturday 1 January and Monday 3 January should receive Saturday rates of pay for Saturday 1 January and public holiday pay for Monday 3 January.

Yours sincerely

Christine Lawrie
Jonathan Ledger
Joint Secretaries