

National Negotiating Council for the Probation Service

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6 December 2011

**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**

NNC CIRCULAR NO.10/2011

Working and Pay Arrangements: Christmas Day and Boxing Day 2011 and New Year's Day 2012

Christmas Day and Boxing Day 2011 fall on Sunday and Monday respectively and New Year's Day 2012 falls on a Sunday. Tuesday 27 December 2011 and Monday 2 January 2012 have therefore been designated additionally 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 and 27 December 2011 and 1 and 2 January 2012.

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 Sunday 25 December or Tuesday 27 December (but not both) should receive public holiday pay for the day on which they work.
- Employees required to work on both Sunday 25 December and Tuesday 27 December should receive Sunday rate of pay for 25 December and public holiday pay for 27 December.
- Employees required to work either on Monday 26 December or Tuesday 27 December (but not both) should receive public holiday pay for the day on which they work.

- Employees required to work on both Monday 26 December and Tuesday 27 December should receive public holiday pay for each day.
- Employees required to work on Sunday 25 December, Monday 26 December and Tuesday 27 December, should receive Sunday rates of pay for Sunday 25 December and public holiday pay for Monday 26 and Tuesday 27 December.
- Employees required to work either on Sunday 1 January or Monday 2 January (but not both) should receive public holiday pay for the day on which they work.
- Employees required to work on both Sunday 1 January and Monday 2 January should receive Sunday rates of pay for Sunday 1 January and public holiday pay for Monday 2 January.

Yours sincerely

Mark Ormerod
Jonathan Ledger
Joint Secretaries