

GUIDANCE NOTE FOR SERVICES – UPDATED OCTOBER 2017

APPLICATION OF HOLIDAY PAY

PLEASE CASCADE TO ALL LINE MANAGERS

In March 2015, the Council introduced new holiday pay arrangements in order to comply with EU law. These arrangements involved the application of an 8.3% holiday pay calculator to a range of premium payments and allowances.

Employees who regularly work during the **night or weekends as part of an established rota** should continue to submit timesheets in order to claim the enhanced rate payments for **night and weekend** working during periods of annual leave when they would normally have been rota'd to work.

This **only applies to night and weekend working allowances**; the 8.3% additional holiday pay element will be applied to all other allowances noted in Table 1 overleaf.

If line managers or employees have any queries regarding this issue, they should contact HRODPayRemuneration@aberdeenshire.gov.uk in the first instance.

Example of timesheet completion for claiming Night/Weekend enhancement during a period of annual leave period

An employee, who is contracted to work 34 hours per week, took 4 days annual leave during the week ending 29th March 2015. A half hour unpaid break at 01:30-02:00am is included in the rota pattern:

Monday	- rest day	0.0 hours
Tuesday	- rest day	0.0 hours
Wednesday	- 22:00 to 07:00 (Thursday)	8.5 hours
Thursday	- 22:00 to 07:00 (Friday)	8.5 hours
Friday	- 22:00 to 07:00 (Saturday)	8.5 hours
Saturday	- 22:00 to 07:00 (Sunday)	8.5 hours

Claimable allowances:

Night:	11pm to 6am	= time and a third
Weekend:	midnight Friday to midnight Sunday	= time and a third

As part of the rota pattern, the employee was scheduled to work nights and weekends during this period. The employee needs to submit a timesheet to claim the enhancements that fell during the leave period, completing it as follows:

	Day	Hours Worked			Claimed	Enhanced Time		Overtime	Public Holiday		
					Up to 37	Night	Weekend	Over 37	Normal	OT	
					Time	+1/3rd	+1/3 rd	Time+1/2	Time	Double time	
					A	B	C	D	E	F	
		From	To	Total							
Week Ending 29 th March	Mon										
	Tues										
	Wed	22:00	00:00	a/l		1.00					
	Thu	00:00	07:00	a/l		5.50					
		22:00	00:00			1.00					
	Fri	00:00	07:00	a/l		5.50					
		22:00	00:00			1.00					
Sat	00:00	07:00	a/l			6.50					
	22:00	00:00				2.00					
	Sun	00:00	07:00	a/l			6.50				
		Verified Totals				14.0	15.00				

Table (i): Allowances & Additional Payments that will Attract Holiday Pay

Allowance/Additional Payment
Overtime
Additional hours
Public Holiday payment
Standby allowance
Call out payment
Sleep Ins allowance
Registrars allowance
Accompanying residents on holiday allowance
Home tuition
Twilight payments

Table (ii): Schedule of Payments

Allowance/Additional Payment claimed in:	Payment made for Allowance/ Additional Payment in:	Holiday Payment made in:
January	February	March
February	March	April
March	April	May
April	May	June
May	June	July
June	July	August
July	August	September
August	September	October
September	October	November
October	November	December
November	December	January
December	January	February

Document Control

Revision Date	Previous Revision	Summary of changes
04-10-2017	Oct 2016	Removal of Additional Music Centre duties – alternative holiday pay calculation applied