

National Joint Council for local government services

Employers' Secretary
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**To: Chief Executives in England, Wales and N Ireland
(copies for HR and Finance Directors)
Members of the National Joint Council**

14 May 2021

Dear Chief Executive,

Working arrangements: Christmas Day & Boxing Day 2021 and New Year's Day 2022

Christmas Day and Boxing Day 2021 fall on Saturday and Sunday respectively and New Year's Day 2022 falls on a Saturday.

Monday 27 December automatically becomes a public holiday in place of Christmas Day and the Government has designated Tuesday 28 December and Monday 3 January 2022 as public holidays with pay in substitution for Boxing Day and New Year's Day respectively.

In accordance with joint advice issued in previous years to deal with these circumstances, authorities are advised that payments, unless a local agreement is in place, should be made in accordance with Green Book Part 3 Para 2.6 as follows:

- Employees required to work **either** on Saturday 25 December **or** Monday 27 December (**but not both**) should receive public holiday pay, plus time off with pay at a later date, for the day on which they work
- Employees required to work on **both** Saturday 25 December **and** Monday 27 December should receive Saturday rates of pay for Saturday 25 December and public holiday pay, plus time off with pay at a later date, for Monday 27 December
- Employees required to work **either** Sunday 26 December **or** Tuesday 28 December (**but not both**) should receive public holiday pay, plus time off with pay at a later date, for the day on which they work
- Employees required to work on **both** Sunday 26 December **and** Tuesday 28 December should receive Sunday rates of pay for Sunday 26 December and public holiday pay, plus time off with pay at a later date, for Tuesday 28 December
- Employees required to work **either** Saturday 1 January **or** Monday 3 January (**but not both**) should receive public holiday pay, plus time off with pay at a later date, for the day on which they work

- Employees required to work on **both** Saturday 1 January **and** Monday 3 January receive Saturday rates of pay for Saturday 1 January and public holiday pay, plus time off with pay at a later date, for Monday 3 January.

Yours sincerely,

*Naomi
Cooke*

Naomi Cooke



Rehana Azam



Jim Kennedy



Jon Richards