

ANNUAL LEAVE AND PUBLIC HOLIDAY POLICY

INTRODUCTION

The purpose of the annual leave and public holiday policy is to ensure that leave is managed fairly and consistently across the organisation, and to inform employees of their entitlement and the procedure that they should follow when applying for annual leave.

Tayside Contracts' annual leave year runs from 1 January to 31 December each calendar year.

The annual leave and public holiday arrangements vary in each Division/Unit but the common principles are outlined below, with details of their application provided in the relevant sub-sections.

SCOPE OF POLICY

This policy applies to all individuals working at all levels and grades within Tayside Contracts. This includes those employed on temporary or fixed term contracts but excludes agency workers and contractors.

For those employees who participate in the Time and Attendance Scheme this policy should be read in conjunction with the Time and Attendance Scheme.

ANNUAL LEAVE, PUBLIC HOLIDAY AND LONG SERVICE LEAVE ENTITLEMENT

Annual leave entitlement is expressed in days, which is converted to hours for ease of processing. Tayside Contracts' standard working week for full-time employees is 37 hours, worked over 5 days Monday to Friday. This means that a standard working day for a full-time employee is 7.4 hours and a standard working year is 1929.24 hours.

Full-Time Entitlement	Annual Leave (Days)	Public Holidays (Days)	Long Service Leave (Days)	Total Entitlement (Weeks)	Total Entitlement (Hours)
Less than 5 years' local authority service	27	5	0	6.4 weeks	236.8 (236 hours and 48 minutes)
5 or more years' local authority service	32	5	0	7.4 weeks	273.8 (273 hours and 48 minutes)
10 years Tayside Contracts service	32	5	1	7.6 weeks	281.2 (281 hours and 12 minutes)
20 years Tayside Contracts service	32	5	3	8.0 weeks	296 (296 hours)
30 years Tayside Contracts service	32	5	5	8.4 weeks	310.8 (310 hours and 48 minutes)

The entitlement to additional leave applies in the leave year when the 5 year's continuous local authority service or the ten, twenty or thirty year's continuous Tayside Contracts service is achieved (for anyone who transferred/transfers to Tayside Contracts from 1 January 2014 onwards, their continuous service with their previous employer will count towards their Tayside Contracts service).

Annual leave is calculated in hours and can be requested as a minimum of one hour for all employees on the Time and Attendance Scheme, including those on seasonal hours. However, for operational reasons, annual leave can only be requested for half or full days for front-line employees

In some Divisions/Units, for operational reasons, annual leave is fixed and must be taken at set times as detailed in the appropriate sections below.

Part-time/6-day Working Patterns

If an employee works any part-time or 6-day working pattern their entitlement to annual leave, public holidays and long service leave combined is calculated on a pro rata basis by multiplying the total full-time entitlement in weeks by their weekly contractual hours.

If the employee is not part of the Time and Attendance Scheme then any fraction of annual leave (i.e. any hours that do not equate to a half or full day) will be paid at the end of the calendar year.

Compressed Hours and other Flexible Working Arrangements

If an employee compresses their working hours, or has another full-time flexible working arrangement, they are still entitled to the total full-time entitlement.

Per-Annum Hours within the Facilities Services Division

If an employee is employed on a per-annum hours contract they are paid an hourly rate that includes provision for annual leave, public holiday entitlement and long service leave entitlement.

Seasonal Hours within the Construction Division (front-line)

Annual leave, public holiday and long service leave entitlement is credited and debited as a standard day (7.4 hours) for all front-line employees within the Construction Division who are employed on seasonal hours, regardless of whether it is taken in a shorter or longer hours period.

FIXED PUBLIC HOLIDAYS

Tayside Contracts' fixed public holidays for 2019 are as follows:

- 1 January 2019
- 2 January 2019
- 6 May 2019
- 25 December 2019
- 26 December 2019

Note

Dundee Assistant Facilities Officers, Senior Facilities Assistants, Facilities Assistants and City Square Cleaners have 24 December instead of 6 May 2019 as a fixed public holiday.

ANNUAL LEAVE ARRANGEMENTS

Construction Division

Appendix 1 details the fixed annual leave dates for front-line employees within the Construction Division which includes Angus, Angus Street Lighting Partnership, Dundee Roads Maintenance Partnership and Perth and Kinross Roads Maintenance Partnership.

The remaining days are floating days which employees can request at any time throughout the year in accordance with the annual leave request and approval procedure.

Any lieu days accrued from working on a public holiday during the winter maintenance period must be taken before or with the Easter break.

Employees within Transport Services, Dundee Street Lighting Partnership, Perth and Kinross Street Lighting Partnership and surface dressing and gully motor employees within Construction are excluded from the fixed leave periods and should stagger their annual leave throughout the year in accordance with operational requirements.

Supervisors and managers will, as directed by their manager, take the majority of their annual leave during the fixed periods established for the front-line employees for their respective areas and the remaining days will be floating days.

Any requests for annual leave outwith the fixed periods will be considered on their merits and granted or otherwise in accordance with operational service requirements.

Facilities Services Division

There are specific leave arrangements which apply within Facilities Services, as detailed below:

- **Assistant Facilities Officers, Senior Facilities Assistants and Facilities Assistants**

There are four main school holiday periods when Assistant Facilities Officers, Senior Facilities Assistants and Facilities Assistants will take the majority of their annual leave. The core service provision is provided during term-time, therefore, the service requires to be adequately resourced during this time.

Any requests for annual leave during term-time will be considered on their merits and granted or otherwise in accordance with operational service requirements.

- **Term-Time Employees**

School based Cleaning, Catering and Crossing Patrol employees are required to work for either 213, 205, 200, 195, 192, or 154 days a year. For these employees the remaining days during the working year are a combination of annual leave, public holidays and non-working days.

All term-time employees are paid on a pro rata basis for their annual leave and public holiday entitlement and no fixed public or annual leave dates are set. Employees entitled to long service leave will be issued a leave sheet at the start of the leave year in respect of their long service leave which must be taken when operationally suitable, during the first eleven months of the year and on an in service day, where possible.

Appendix 2 details the working and non-working days for school Cleaning employees, including the dates of the summer Deep Clean.

Appendix 3 details the working and non-working days for School Crossing Patrollers.

Appendix 4 details the working and non-working days for school Catering employees.

- **Non Term-Time Employees**

If a client's premises are closed for a public holiday (as determined by the client) and it is not a fixed Tayside Contracts public holiday, then non-term-time employees are required to take annual leave on these days.

If the client's premises are open on a Tayside Contracts fixed public holiday then employees will be required to attend work and the employee will take that public holiday at another date as approved by their manager. Likewise if the fixed public holiday is on an employee's non-working day, the employee will take that public holiday at another date as approved by their manager.

All non-term-time employees will be issued an annual leave sheet at the start of the leave year which will confirm their annual leave entitlement, long service days if applicable and fixed public holidays.

- **Tay Cuisine, Dundee**

Tay Cuisine employees are entitled to the 5 fixed public holidays, however, as services are provided all year round, a small number of employees will be asked to cover the fixed public holidays and will receive the appropriate enhancements and time off in lieu.

ANNUAL LEAVE REQUEST AND APPROVAL PROCEDURE

To request annual leave, front-line employees must complete an annual leave request form. This form is issued at the start of each leave year and details the employee's total leave entitlement. Employees on the Time and Attendance System must request their leave via the system.

Annual leave may be taken at any time throughout the year subject to maintaining required standards of service, operational requirements and managerial support. This may involve staggering annual leave within a team throughout the year.

Line managers must approve all annual leave in advance. Managers are responsible for ensuring that requests are handled fairly and that all team members get a fair share of popular holiday times, i.e. 'first come, first served' will not automatically be applied.

Employees are not guaranteed that their annual leave requests will be authorised. All requests are granted subject to operational requirements.

Annual Leave Request Notice Period

The minimum notice period for taking annual leave should be at least twice as long as the amount of annual leave that employees wish to take, for example, 2 days' notice should be given for 1 day's leave.

It is recommended that employees request annual leave well in advance so there is less chance that their request will be refused due to operational difficulties or conflict with colleagues' leave.

Failure to give the required notice may result in the annual leave request being refused. However, complying with the required notice does not necessarily guarantee that the annual leave request will be approved.

- **Short Notice Annual Leave Requests**

It is preferred that employees give the minimum notice, as described above, of their wish to take annual leave to enable managers to ensure the correct level of service is maintained. However, it is recognised that this is not always possible and, therefore, employees can request short notice annual leave, which, subject to operational requirements, may be approved by their line manager. Short notice annual leave requests should be kept to a minimum.

CARRYING FORWARD/BRINGING FORWARD ANNUAL LEAVE

If an employee was prevented from taking annual leave for operational reasons or is planning a special trip e.g. a long stay holiday abroad, they may request to carry forward leave and/or bring forward leave.

All requests to carry over/bring forward leave must be approved by the Head of Unit or the Managing Director in the case of CMT members.

A minimum of 28 days annual leave and public holidays combined must be taken during the course of any leave year. The maximum leave that can be carried forward or brought forward in any leave year, following authorisation is:

- 4 days (29.60 hours) for those with 27 days annual leave entitlement.
- 9 days (66.60 hours) for those with 32 days annual leave entitlement.

This is pro rata for part-time employees.

Any leave that is carried forward will be added at the start of the new leave year and should be used in the new leave year.

PAY IN LIEU OF CARRY OVER OF LEAVE

In exceptional circumstances, pay in lieu of leave can be made for outstanding leave where a minimum of 28 days annual leave and public holidays combined have been taken during the course of any leave year.

All requests to be paid in lieu of outstanding leave must be approved by the relevant CMT member, or the Managing Director in the case of CMT members.

ANNUAL LEAVE DURING MATERNITY/ADOPTION AND SHARED PARENTAL LEAVE

Employees will continue to accrue annual leave including public holidays and long service days throughout maternity, adoption and/or shared parental leave.

Where maternity, adoption and/or shared parental leave overlaps two leave years, accrued leave is automatically added to the employee's annual leave entitlement for the new leave year and must be taken in that leave year.

ANNUAL LEAVE DURING SUSPENSION

If an employee is suspended from work they are obliged to remain contactable and available to attend work throughout their suspension. The employee will continue to accrue annual leave including public holidays and long service days throughout their suspension and should continue to request annual leave in accordance with this policy.

SICKNESS DURING ANNUAL LEAVE

If an employee falls sick during a period of annual leave and would like the period to be classed as sickness absence they must follow the sickness absence reporting procedure detailed within the Sickness Absence Management Policy.

If the period of annual leave is recorded as sickness absence and covered by a Fit Note from a GP an employee can request to have the period of annual leave credited back to their entitlement by submitting the Fit Note to their manager who will inform the Payroll Team.

Employees who are sick during a fixed public holiday are not credited with the missed leave.

- **Term-Time employees**

Term-time employees who are sick during term-time must notify Tayside Contracts if they become fit to work prior to, or during, the non-working periods (i.e. school holidays) even though this is non-working time.

If term-time employees are not fit for work during the non-working periods they should continue to hand in Fit Notes for the duration of the period of sickness. Employees who do not hand in Fit Notes, or declare themselves as fit for work, will be processed as 'sick – no medical cover'.

ANNUAL LEAVE REQUESTS DURING SICKNESS

If an employee is on long term sickness and would like to take some of their annual leave entitlement they must follow the annual leave request and approval procedure, above.

ANNUAL LEAVE ABATEMENT DUE TO SICKNESS ABSENCE

If an employee is off sick for more than 3 months (13 continuous weeks) during the leave year, their annual leave entitlement will automatically be abated to 28 days annual leave and public holidays combined. Any public holidays that fall within a period of sickness absence will be deducted from the abated leave as employees are not credited back for public holidays that occur during sickness absence. Any leave carried over from the previous leave year will be excluded from the abatement.

If, due to sickness, an employee has been unable to take the minimum 28 days leave (annual leave and public holidays combined) prior to the end of the current leave year, their balance of leave will be carried forward to the subsequent leave year automatically, minus any public holidays that have fallen during their period of sickness absence.

If an employee has been absent due to sickness for an entire calendar year, their leave entitlement for that year will be abated to 28 days, which will be carried forward to the subsequent leave year with no deductions for public holidays.

Long service days are not the same as annual leave days and will not be included in any abatement.

NEW EMPLOYEES

If an employee commences employment with Tayside Contracts part way through a leave year their annual leave and public holiday entitlement will be calculated on a pro rata basis.

Annual leave will also be adjusted to cover any shortfall of public holiday entitlement. For example, if an employee commences employment on 1 December, they will be entitled to 3.14 hours of public holidays. However, given that two fixed public holidays fall in December, the employee would be left with a shortfall. If there is insufficient annual leave to cover the shortfall the employee will be offered the choice of having the time deducted from their pay, working the time back (within an agreed timescale), or bringing forward leave from the next leave year to cover the shortfall.

TERMINATION OF CONTRACT OF EMPLOYMENT

If an employee terminates their employment with Tayside Contracts part way through a leave year then their annual leave and public holiday entitlement will be calculated on a pro rata basis and they will receive pay in lieu of any outstanding leave entitlement in their final pay. Long service leave is unaffected and any outstanding long service leave will be paid.

Annual leave will also be adjusted to cover any shortfall of public holiday entitlement. For example, if an employee leaves Tayside Contracts on 31 January they will be entitled to 3.14 hours of public holidays. However, given that two fixed public holidays fall in January, the employee would be left with a shortfall. A deduction will be made from the employee's final pay in this scenario.

RELATED POLICIES

The Annual Leave and Public Holiday Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Adoption Leave and Pay Policy
- Disciplinary Policy
- Maternity Leave and Pay Policy
- Shared Parental Leave and Pay Policy
- Sickness Absence Management Policy
- Time and Attendance Policy
- Collective Agreement on Holiday Pay

The above list is not exhaustive.

CONSULTATION

Tayside Contracts' recognised Trade Unions have been fully consulted on this employment policy.

POLICY REVIEW

The Annual Leave and Public Holiday Policy will be reviewed annually.

GENERAL DATA PROTECTION REGULATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk

Appendix 1 - CONSTRUCTION DIVISION (1 January - 31 December 2019)

MONTH	FIXED PUBLIC HOLIDAY DATES	NO	FIXED ANNUAL LEAVE DATES	NO
January	1 & 2 January	2		
February				
March				
April			<u>Angus/Dundee/Perth & Kinross</u> 1 April – 5 April	5
May	6 May	1		
June				
July/August			<u>Angus</u> 22 July – 2 August	10
			<u>Dundee</u> 22 July – 2 August	10
			<u>Perth & Kinross</u> Ruthvenfield Depot and Blair Atholl Depot 8 July – 19 July	10
			<u>Perth & Kinross</u> Blairgowrie Depot and Collace Quarry 22 July – 2 August	10
September				
October			<u>Angus/Dundee/Perth & Kinross</u> 7 October – 11 October	5
November				
December	25 & 26 December	2		

Appendix 2 – FACILITIES SERVICES - SCHOOL CLEANERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2019)

		DUNDEE	DUNDEE PPP	ANGUS	ANGUS PPP	PERTH
Term 3	Working Days	Monday 7 January To Friday 29 March	Monday 7 January To Friday 29 March	Monday 7 January To Friday 5 April	Monday 7 January To Friday 5 April	Monday 7 January To Friday 29 March
	Non-Working Days	Monday 1 April to Friday 12 April	Monday 1 April to Friday 12 April	Monday 8 April to Monday 22 April	Monday 8 April to Monday 22 April	Monday 1 April to Friday 12 April
Term 4	Working Days	Monday 15 April to Friday 28 June	Monday 15 April to Friday 28 June	Tuesday 23 April to Friday 28 June	Tuesday 23 April to Friday 28 June	Monday 15 April to Friday 28 June
	Non-Working Days	Monday 1 July to Friday 10 August	Monday 1 July to Friday 10 August	Monday 1 July to Monday 12 August	Monday 1 July to Monday 12 August	Monday 1 July to Friday 16 August
Term 1	Working Days	Monday 12 August to Friday 4 October	Monday 12 August to Friday 4 October	Tuesday 13 August to Friday 4 October	Tuesday 13 August to Friday 4 October	Monday 19 August to Friday 4 October
	Non-Working Days	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October
Term 2	Working Days	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December
	Non-Working Days	Monday 23 December to Monday 6 January	Monday 23 December to Monday 6 January	Monday 23 December to Friday 3 January	Monday 23 December to Friday 3 January	Monday 23 December to Friday 3 January
	Other Non-Working Days	Friday 15 February Monday 18 February Monday 6 May Monday 27 May	Friday 15 February Monday 18 February Monday 6 May Monday 27 May	Friday 22 & Monday 25 February Monday 6 May Friday 6 December	Friday 22 & Monday 25 February Monday 6 May Friday 6 December	Thursday 14 & Friday 15 February Tuesday 23 April Monday 6 May
	* DEEP CLEAN DATES*	Easter: 3 shifts over 2 days, 11 & 12 April Summer: 15 shifts over 10 days, 29 July to 9 August	Easter: 2 shifts, 11 & 12 April Summer: 8 shifts over 5 days, 5 to 9 August	Easter: 3 shifts over 2 days, 18 & 19 April Summer: 15 shifts, majority of hours between 5 and 9 August	Easter: 3 shifts over 2 days, 18 & 19 April Summer: 6 shifts over 5 days, 5 to 9 August October: 1 shift, 18 Oct.	Easter: 3 shifts over 2 days, 11 & 12 April Summer: 15 shifts over 10 days, 5 to 16 August

Appendix 2 – FACILITIES SERVICES - SCHOOL CLEANERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2019) continued

		DUNDEE LUNCHTIME	DUNDEE 200 Days	ANGUS 200 Days	PERTH LUNCHTIME	PERTH 200 Days
Term 3	Working Days	Monday 7 January To Friday 29 March	Monday 7 January To Friday 29 March	Monday 7 January To Friday 5 April	Monday 7 January To Friday 29 March	Monday 7 January To Friday 29 March
	Non-Working Days	Monday 1 April to Friday 12 April	Monday 1 April to Friday 12 April	Monday 8 April to Monday 22 April	Monday 1 April to Friday 12 April	Monday 1 April to Friday 12 April
Term 4	Working Days	Monday 15 April to Friday 28 June	Monday 15 April to Friday 28 June	Tuesday 23 April to Friday 28 June	Monday 15 April to Friday 28 June	Monday 15 April to Friday 28 June
	Non-Working Days	Monday 1 July to Monday 12 August	Monday 1 July to Friday 10 August	Monday 1 July to Monday 12 August	Monday 1 July to Tuesday 20 August	Monday 1 July to Monday 19 August
Term 1	Working Days	Tuesday 13 August to Friday 4 October	Monday 12 August to Friday 4 October	Tuesday 13 August to Friday 4 October	Wednesday 21 August to Friday 4 October	Tuesday 20 August to Friday 4 October
	Non-Working Days	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October
Term 2	Working Days	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December
	Non-Working Days	Monday 23 December to Monday 6 January	Monday 23 December to Monday 6 January	Monday 23 December to Friday 3 January	Monday 23 December to Friday 3 January	Monday 23 December to Friday 3 January
	Other Non-Working Days	Friday 15, Monday 18 & Tuesday 19 February Monday 6 May Thursday 23 May Monday 27 May Thursday 14 & Friday 15 November	Friday 15 & Monday 18 February Monday 6 May Monday 27 May Friday 15 November	Friday 22 & Monday 25 February Monday 6 May Wednesday 4 December Friday 6 December	Wednesday 13, Thursday 14 & Friday 15 February Tuesday 23 April Monday 6 May Thursday 14 & Friday 15 November	Thursday 14 & Friday 15 February Tuesday 23 April Monday 6 May
	* DEEP CLEAN DATES*		Easter: 1 shift, 13 April Summer: 5 shifts over 3 days, 7 to 9 August	Easter: 1 shift 18 April Summer: 5 shifts, between 5 and 9 August		Easter: 1 shift, 12 April Summer: 5 shifts, 12 to 16 August

Appendix 3 – FACILITIES SERVICES - SCHOOL CROSSING PATROLLERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2019)

		DUNDEE 190 Days	DUNDEE 195 Days	ANGUS 190 Days	PERTH 190 Days
Term 3	Working Days	Monday 7 January To Friday 29 March	Monday 7 January To Friday 29 March	Monday 7 January To Friday 5 April	Monday 7 January To Friday 29 March
	Non-Working Days	Monday 1 April to Friday 12 April	Monday 1 April to Friday 12 April	Monday 8 April to Monday 22 April	Monday 1 April to Friday 12 April
Term 4	Working Days	Monday 15 April to Friday 28 June	Monday 15 April to Friday 28 June	Tuesday 23 April to Friday 28 June	Monday 15 April to Friday 28 June
	Non-Working Days	Monday 1 July to Monday 12 August	Monday 1 July to Friday 10 August	Monday 1 July to Tuesday 13 August	Monday 1 July to Tuesday 20 August
Term 1	Working Days	Tuesday 13 August to Friday 4 October	Monday 12 August to Friday 4 October	Wednesday 14 August to Friday 4 October	Wednesday 21 August to Friday 4 October
	Non-Working Days	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October
Term 2	Working Days	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December
	Non-Working Days	Monday 23 December to Monday 6 January	Monday 23 December to Monday 6 January	Monday 23 December to Friday 3 January	Monday 23 December to Friday 3 January
	Other Non-Working Days	Friday 15, Monday 18 & Tuesday 19 February Monday 6 May Thursday 23 May Monday 27 May Thursday 14 & Friday 15 November	Friday 15 & Monday 18 February Monday 6 May Monday 27 May	Thursday 21, Friday 22 & Monday 25 February Monday 6 May Monday 27 May Wednesday 4, Thursday 5 & Friday 6 December	Wednesday 13, Thursday 14 & Friday 15 February Tuesday 23 April Monday 6 May Thursday 14 & Friday 15 November

Appendix 4 – FACILITIES SERVICES – TERM TIME ONLY CATERERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2019)

		DUNDEE	ANGUS	PERTH
Term 3	Working Days	Monday 7 January To Friday 29 March	Monday 7 January To Friday 5 April	Monday 7 January To Friday 29 March
	Non-Working Days	Monday 1 April to Friday 12 April	Monday 8 April to Monday 22 April	Monday 1 April to Friday 12 April
Term 4	Working Days	Monday 15 April to Friday 28 June	Tuesday 23 April to Friday 28 June	Monday 15 April to Friday 28 June
	Non-Working Days	Monday 1 July to Friday 10 August	Monday 1 July to Monday 12 August	Monday 1 July to Monday 19 August
Term 1	Working Days	Monday 12 August to Friday 4 October	Tuesday 13 August to Friday 4 October	Tuesday 20 August to Friday 4 October
	Non-Working Days	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October	Monday 7 October to Friday 18 October
Term 2	Working Days	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December	Monday 21 October to Friday 20 December
	Non-Working Days	Monday 23 December to Monday 6 January	Monday 23 December to Friday 3 January	Monday 23 December to Friday 3 January
	Other Non-Working Days	Friday 15, Monday 18 & Tuesday 19 February Monday 6 May Thursday 23 May Monday 27 May Friday 15 November	Thursday 21, Friday 22 & Monday 25 February Monday 6 May Monday 27 May Thursday 5 & Friday 6 December	Wednesday 13, Thursday 14 & Friday 15 February Tuesday 23 April Monday 6 May Friday 15 November
			Note: Employees on 154 day contracts do not work on Fridays.	