

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 Policy this policy should be read in conjunction with the Time and Attendance Policy.

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)

* 3 days total long service leave per year.

** 5 days total long service leave per year.

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 local authority 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 who participate in the Time and Attendance Policy, 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 Policy 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 2020 are as follows:

- 1 January 2020
- 2 January 2020
- 8 May 2019 (Bank holiday set by the Scottish Government for Friday 8 May to commemorate the 75th anniversary of VE Day)
- 25 December 2020
- 28 December 2020

Note

Dundee Assistant Facilities Officers, Senior Facilities Assistants, Facilities Assistants, City Square Cleaners and employees based in Year-Round Nurseries have 24 December instead of 8 May 2020 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 and/or long service 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. It is acknowledged that some employees will be entitled to more long service leave than there are in-service days, however, the preference remains that long service leave should be taken on in-service days where possible.

Appendix 2 details the working and non-working days for school and nursery 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 and nursery 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.

- **Catering and Cleaning Employees, Year-Round Nurseries**

Catering and Cleaning employees based in Council nurseries with extended provision ('year-round' opening) will have fixed annual leave dates, detailed in Appendix 5.

Only certain nurseries with extended provision ('year-round') in the Perth and Kinross Area will have fixed annual leave dates, due to there being two types of opening arrangements. Employees based in '50 week nurseries' will have fixed leave dates as detailed in Appendix 5 and employees based in '45 week nurseries' are considered term-time employees and are paid on a pro-rate basis. The working and non-working days for employees based in these nurseries can be found in Appendix 2 (Cleaning employees) and Appendix 4 (Catering employees).

The remaining days are floating days and while employees can request at any time throughout the year in accordance with the annual leave request and approval procedure, the expectation is that the majority of annual leave will be taken during term time. Leave requests will be considered on their merits and granted or otherwise in accordance with service requirements.

Any requests for annual leave to be taken during non-term time (i.e. Summer, Easter or October school holidays) must be requested as early as possible during the term before the holiday is due in order that all efforts can be made to secure cover and agree to the leave request.

Note

The dates provided in Appendix 5 for year-round nurseries in the Perth and Kinross Council area are subject to change, as arrangements for the extended provision have yet to be finalised.

- **'Tay Cuisine', Dundee**

Community Meals and Hospitality Services employees previously based at Tay Cuisine 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.

For employees who participate in the Time and Attendance Policy the requirement to seek approval from the Head of Unit/CMT to carry over leave applies to annual leave balances of 3.5 hours (or half a standard day for part-time employees) or above. Annual leave balances of less than this will automatically be carried over to the next leave year.

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.

POLICY VIOLATIONS

Failure to comply with this, or any other employment policy, may result in individuals being investigated and disciplinary action taken against them in accordance with Tayside Contracts' Disciplinary Policy.

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.

DATA PROTECTION LEGISLATION

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 2020)

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> 6 April – 10 April	5
May	8 May	1		
June				
July/August			<u>Angus</u> 27 July – 7 August	10
			<u>Dundee</u> 27 July – 7 August	10
			<u>Perth & Kinross</u> <u>Ruthvenfield Depot and Blair Atholl Depot</u> 6 July – 17 July	10
			<u>Blairgowrie Depot and Collace Quarry</u> 27 July – 7 August	10
September				
October			<u>Angus/Dundee/Perth & Kinross</u> 5 October – 9 October	5
November				
December	25 & 28 December	2		

Appendix 2 – FACILITIES SERVICES – SCHOOL/NURSERY CLEANERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2020)

		DUNDEE	ANGUS	PERTH
Term 3	Working Days	Tuesday 7 January To Friday 27 March	Monday 6 January To Friday 3 April	Monday 6 January To Friday 3 April
	Non-Working Days	Monday 30 March to Friday 10 April	Monday 6 April to Friday 17 April	Monday 6 April to Friday 17 April
Term 4	Working Days	Monday 13 April to Friday 26 June	Monday 20 April to Friday 26 June	Monday 20 April to Wednesday 1 July
	Non-Working Days	Monday 29 June to Friday 14 August	Monday 29 June to Monday 10 August	Thursday 2 July to Friday 14 August
Term 1	Working Days	Monday 17 August to Friday 2 October	Tuesday 11 August to Friday 2 October	Monday 17 August to Friday 2 October
	Non-Working Days	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October
Term 2	Working Days	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December
	Non-Working Days	Thursday 24 December to Wednesday 6 January	Thursday 24 December to Tuesday 5 January	Thursday 24 December to Wednesday 6 January
	Other Non-Working Days	Friday 14 February Monday 17 February Friday 8 May Monday 25 May	Friday 14 & Monday 17 February Friday 8 May Friday 4 December	Friday 14 February Friday 8 May Friday 13 November
	<u>SCHEDULED CLEAN DATES</u>	Easter: 3 shifts over 2 days, 8 & 9 April Summer: 15 shifts over 10 days, 3 to 14 August	Easter: 3 shifts over 2 days, 16 & 17 April Summer: 15 shifts, majority of hours between 3 and 7 August	Easter: 3 shifts over 2 days, 16 & 17 April Summer: 15 shifts over 10 days, 3 to 14 August

Appendix 2 – FACILITIES SERVICES – SCHOOL/NURSERY CLEANERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2020) continued

		DUNDEE PPP	DUNDEE LUNCHTIME	ANGUS PPP	PERTH LUNCHTIME
Term 3	Working Days	Tuesday 7 January To Friday 27 March	Tuesday 7 January To Friday 27 March	Monday 6 January To Friday 3 April	Monday 6 January To Friday 3 April
	Non-Working Days	Monday 30 March to Friday 10 April	Monday 30 March to Friday 10 April	Monday 6 April to Friday 17 April	Monday 6 April to Friday 17 April
Term 4	Working Days	Monday 13 April to Friday 26 June	Monday 13 April to Friday 26 June	Monday 20 April to Friday 26 June	Monday 20 April to Wednesday 1 July
	Non-Working Days	Monday 29 June to Friday 14 August	Monday 29 June to Monday 17 August	Monday 29 June to Monday 10 August	Thursday 2 July to Tuesday 18 August
Term 1	Working Days	Monday 17 August to Friday 2 October	Tuesday 18 August to Friday 2 October	Tuesday 11 August to Friday 2 October	Wednesday 19 August to Friday 2 October
	Non-Working Days	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October
Term 2	Working Days	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December
	Non-Working Days	Thursday 24 December to Wednesday 6 January	Thursday 24 December to Wednesday 6 January	Thursday 24 December to Tuesday 5 January	Thursday 24 December to Wednesday 6 January
	Other Non-Working Days	Friday 14 February Monday 17 February Friday 8 May Monday 25 May	Friday 14, Monday 17 & Tuesday 18 February Friday 8 May Friday 22 and Monday 25 May Friday 13 November	Friday 14 & Monday 17 February Friday 8 May Friday 4 December	Wednesday 12, Thursday 13 & Friday 14 February Friday 8 May Thursday 12 and Friday 13 November
	<u>SCHEDULED CLEAN DATES</u>	Easter: 2 shifts, 8 & 9 April Summer: 8 shifts over 5 days, 10 to 14 August		Easter: 3 shifts over 2 days, 16 & 17 April Summer: 6 shifts, 3 to 10 August October: 1 shift, 16 Oct.	

Appendix 2 – FACILITIES SERVICES – SCHOOL/NURSERY CLEANERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2020) continued

		DUNDEE 200 Days	ANGUS 200 Days	PERTH 200	PERTH 45 WEEK NURSERIES
Term 3	Working Days	Tuesday 7 January To Friday 27 March	Monday 6 January To Friday 3 April	Monday 6 January To Friday 3 April	Monday 6 January to Friday 10 April
	Non-Working Days	Monday 30 March to Friday 10 April	Monday 6 April to Friday 17 April	Monday 6 April to Friday 17 April	Monday 13 April to Friday 17 April
Term 4	Working Days	Monday 13 April to Friday 26 June	Monday 20 April to Friday 26 June	Monday 20 April to Wednesday 1 July	Monday 20 April to Friday 24 July
	Non-Working Days	Monday 29 June to Friday 14 August	Monday 29 June to Monday 10 August	Thursday 2 July to Friday 14 August	Monday 27 July to Friday 14 August
Term 1	Working Days	Monday 17 August to Friday 2 October	Tuesday 11 August to Friday 2 October	Monday 17 August to Friday 2 October	Monday 17 August to Friday 2 October
	Non-Working Days	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October	Monday 12 October to Friday 16 October
Term 2	Working Days	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December
	Non-Working Days	Thursday 24 December to Wednesday 6 January	Thursday 24 December to Tuesday 5 January	Thursday 24 December to Wednesday 6 January	Thursday 24 December to Wednesday 6 January
	Other Non-Working Days	Friday 14 & Monday 17 February Friday 8 May Monday 25 May Friday 13 November	Friday 14 & Monday 17 February Friday 8 May Thursday 3 December Friday 4 December	Thursday 13 & Friday 14 February Friday 8 May Friday 13 November	Wednesday 12 February Friday 10 April Friday 8 May Friday 22 May 17 & 18 August 12 & 13 November
	<u>SCHEDULED CLEAN DATES</u>	Easter: 1 shift, 9 April Summer: 5 shifts over 3 days, 10 to 14 August	Easter: 1 shift, 17 April Summer: 5 shifts, between 3 and 10 August	Easter: 1 shift, 17 April Summer: 5 shifts, 10 to 14 August	Note: THESE DATES MAY BE SUBJECT TO CHANGE

Appendix 3 – FACILITIES SERVICES - SCHOOL CROSSING PATROLLERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2020)

		DUNDEE 190 Days	DUNDEE 195 Days	ANGUS 190 Days	PERTH 190 Days
Term 3	Working Days	Tuesday 7 January To Friday 27 March	Tuesday 7 January To Friday 27 March	Monday 6 January To Friday 3 April	Monday 6 January To Friday 3 April
	Non-Working Days	Monday 30 March to Friday 10 April	Monday 30 March to Friday 10 April	Monday 6 April to Friday 17 April	Monday 6 April to Friday 17 April
Term 4	Working Days	Monday 13 April to Friday 26 June	Monday 13 April to Friday 26 June	Monday 20 April to Friday 26 June	Monday 20 April to Wednesday 1 July
	Non-Working Days	Monday 29 June to Monday 17 August	Monday 29 June to Friday 14 August	Monday 29 June to Tuesday 11 August	Thursday 2 July to Tuesday 18 August
Term 1	Working Days	Tuesday 18 August to Friday 2 October	Monday 17 August to Friday 2 October	Wednesday 12 August to Friday 2 October	Wednesday 19 August to Friday 2 October
	Non-Working Days	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October
Term 2	Working Days	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December
	Non-Working Days	Thursday 24 December to Wednesday 6 January	Thursday 24 December to Wednesday 6 January	Thursday 24 December to Tuesday 5 January	Thursday 24 December to Wednesday 6 January
	Other Non-Working Days	Friday 14, Monday 17 & Tuesday 18 February Friday 8 May Friday 22 & Monday 25 May Thursday 12 & Friday 13 November	Friday 14 & Monday 17 February Friday 8 May Monday 25 May	Thursday 13, Friday 14 & Monday 17 February Friday 8 May Monday 25 May Wednesday 2, Thursday 3 & Friday 4 December	Wednesday 12, Thursday 13 & Friday 14 February Friday 8 May Thursday 12 and Friday 13 November

Appendix 4 – FACILITIES SERVICES – TERM TIME ONLY CATERERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2020)

		DUNDEE	ANGUS	PERTH	PERTH 45 WEEK NURSERIES
Term 3	Working Days	Tuesday 7 January To Friday 27 March	Monday 6 January To Friday 3 April	Monday 6 January To Friday 3 April	<i>Monday 6 January to Friday 10 April</i>
	Non-Working Days	Monday 30 March to Friday 10 April	Monday 6 April to Friday 17 April	Monday 6 April to Friday 17 April	<i>Monday 13 April to Friday 17 April</i>
Term 4	Working Days	Monday 13 April to Friday 26 June	Monday 20 April to Friday 26 June	Monday 20 April to Wednesday 1 July	<i>Monday 20 April to Friday 24 July</i>
	Non-Working Days	Monday 29 June to Friday 14 August	Monday 29 June to Monday 10 August	Thursday 2 July to Monday 17 August	<i>Monday 27 July to Friday 14 August</i>
Term 1	Working Days	Monday 17 August to Friday 2 October	Tuesday 11 August to Friday 2 October	Tuesday 18 August to Friday 2 October	<i>Monday 17 August to Friday 2 October</i>
	Non-Working Days	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October	Monday 5 October to Friday 16 October	<i>Monday 12 October to Friday 16 October</i>
Term 2	Working Days	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December	Monday 19 October to Wednesday 23 December	<i>Monday 19 October to Wednesday 23 December</i>
	Non-Working Days	Thursday 24 December to Wednesday 6 January	Thursday 24 December to Tuesday 5 January	Thursday 24 December to Wednesday 6 January	<i>Thursday 24 December to Wednesday 6 January</i>
	Other Non-Working Days	Friday 14, Monday 17 & Tuesday 18 February Friday 8 May Friday 22 and Monday 25 May Friday 13 November	Thursday 13, Friday 14 & Monday 17 February Friday 8 May Monday 25 May Thursday 3 & Friday 4 December	Wednesday 12, Thursday 13 & Friday 14 February Friday 8 May Friday 13 November	<i>Wednesday 12 February Friday 10 April Friday 8 May Friday 22 May 17 & 18 August 12 & 13 November</i>
			Note: Employees on 154 day contracts do not work on Fridays.		Note: THESE DATES MAY BE SUBJECT TO CHANGE

Appendix 5 – FACILITIES SERVICES – CATERERS AND CLEANERS, YEAR-ROUND NURSERIES: FIXED LEAVE PERIODS (1 January - 31 December 2020)

	DUNDEE				ANGUS				PERTH*			
MONTH	Fixed Public Holidays		Fixed Annual Leave		Fixed Public Holidays		Fixed Annual Leave		Fixed Public Holidays		Fixed Annual Leave	
January	1 & 2 January	2	3 & 6 January	2	1 & 2 January	2	3 & 6 January	2	1 & 2 January	2		
February			18 February	1								
March												
April							13 April	1			10 & 13 April	2
May			21 & 22 May	2	8 May	1			8 May	1		
June												
July							20 -31 July	10				
August			17 August	1			3-7 August	5				
September												
October												
November			12 & 13 November	2			30 November	1				
December	24, 25 & 28 December	3	29, 30 & 31 December	3	25 & 28 December	2	4 December 24 December 29, 30 & 31 December	1 1 3	25 & 28 December	2	24 December 29, 30 & 31 December	1 3
TOTAL		5		11		5		23		5		

Note* – Perth fixed leave dates may be subject to change.