

## 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 2021 are as follows:

- 1 January 2021
- 4 January 2021
- 3 May 2021
- 27 December 2021
- 28 December 2021

### **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 3 May 2021 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.

### **Important Note:**

Dundee City Council and Perth and Kinross Council amended the school term dates for the academic year 2020/2021, meaning that schools in these areas opened to teachers and pupils a week earlier than planned in August 2020 and will close to teachers and pupils a week earlier than planned in June 2021. Tayside Contracts did not alter the working and non-working days for term-time employees in these council areas, with those employees who worked on what would otherwise have been non-working days in August 2020 being paid appropriate enhancements. All term-time employees in these council areas are required to be available to attend work or training during this week in June 2021. Should work or training not be available for all or any of the days during that week for certain employees, or groups of employees, they will be given paid leave. More detailed information regarding arrangements for the last week of the school year for term-time employees in Dundee and Perth and Kinross will be issued early in 2021. Any employee who is unable to work these days, e.g. due to childcare or other caring responsibilities, will be granted unpaid leave for any/all of these days.

- **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-rata 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.

- **Community Meals Hub, Dundee**

Community and Hospitality Meals employees within the Community Meals Hub (based within Sidlawview Primary School) are entitled to the 5 fixed public holidays, however, as services within this Hub are provided all year round, employees are required to cover the fixed public holidays (based on a rota system) and will receive the appropriate enhancements and time off in lieu.

- **Central Production Unit, Dundee**

Employees based within the Central Production Unit (CPU) in Dundee are required to work for either 205 days or 52 weeks per year. Employees who work 205 days have fixed annual leave dates, as detailed in Appendix 6. As with all other employees working a reduced year, the remaining days during the working year are a combination of annual leave, public holidays and non-working days.

## **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 Head of Division in the case of Heads of Unit and Section Head, 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/Head of Division/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.

**Note:** employees who carried forward annual leave from 2020 in accordance with the COVID-19 Addendum to the Annual Leave and Public Holiday Policy are expected to use all the leave they carried forward during the 2021 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
- Holiday Pay – Non-contractual Overtime/Additional Hours Policy

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](mailto: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](mailto:angie.thompson@tayside-contracts.co.uk)**

Appendix 1 - CONSTRUCTION DIVISION (1 January - 31 December 2021)

MONTH	FIXED PUBLIC HOLIDAY DATES	NO	FIXED ANNUAL LEAVE DATES	NO
January	1 & 4 January	2		
February				
March				
April			<u>Angus/Dundee/Perth &amp; Kinross</u> 5 April – 9 April	5
May	3 May	1		
June				
July/August			<u>Angus</u> 26 July – 6 August	10
			<u>Dundee</u> 26 July – 6 August	10
			<u>Perth &amp; Kinross</u> <u>Ruthvenfield Depot and Blair Atholl Depot</u> 5 July – 16 July	10
			<u>Blairgowrie Depot and Collace Quarry</u> 26 July – 6 August	10
September				
October			<u>Angus/Dundee/Perth &amp; Kinross</u> 11 October – 15 October	5
November				
December	27 & 28 December	2		

**Appendix 2 – FACILITIES SERVICES – SCHOOL/NURSERY CLEANERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2021)**

		<b>DUNDEE 213 Days</b>	<b>ANGUS 213 Days</b>	<b>PERTH 213 Days</b>
<b>Term 3</b>	Working Days	Thursday 7 January to Thursday 1 April	Wednesday 6 January to Friday 2 April	Thursday 7 January to Thursday 1 April
	Non-Working Days	Friday 2 April to Friday 16 April	Monday 5 April to Friday 16 April	Friday 2 April to Friday 16 April
<b>Term 4</b>	Working Days	Monday 19 April to Friday 2 July** <b>**see note on page 4</b>	Monday 19 April to Thursday 24 June	Monday 19 April to Thursday 1 July** <b>**see note on page 4</b>
	Non-Working Days	Monday 5 July to Friday 13 August	Friday 25 June to Monday 9 August	Friday 2 July to Monday 16 August
<b>Term 1</b>	Working Days	Monday 16 August to Friday 8 October	Tuesday 10 August to Friday 1 October	Tuesday 17 August to Friday 8 October
	Non-Working Days	Monday 11 October to Friday 22 October	Monday 4 October to Friday 15 October	Monday 11 October to Friday 22 October
<b>Term 2</b>	Working Days	Monday 25 October to Wednesday 22 December	Monday 18 October to Wednesday 22 December	Monday 25 October to Wednesday 22 December
	Non-Working Days	Thursday 23 December to Wednesday 5 January	Thursday 23 December to Friday 7 January	Thursday 23 December to Wednesday 5 January
	Other Non-Working Days	Friday 12 & Monday 15 February Monday 3 May Monday 31 May	Friday 12 and Monday 15 February Monday 3 May Friday 3 December	Wednesday 10 February Monday 3 May Friday 12 November
	<b><u>SCHEDULED CLEAN DATES</u></b>	Easter: 3 shifts over 2 days, 15 & 16 April Summer: 15 shifts over 10 days, 2 to 13 August	Easter: 3 shifts over 2 days, 15 & 16 April Summer: 15 shifts, majority of hours between 2 and 6 August	Easter: 3 shifts over 2 days, 15 & 16 April Summer: 15 shifts over 10 days, 2 to 13 August

**Appendix 2 – FACILITIES SERVICES – SCHOOL/NURSERY CLEANERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2021) continued**

		<b>DUNDEE PPP 205 Days</b>	<b>DUNDEE LUNCHTIME 190 Days</b>	<b>ANGUS PPP 205 Days</b>	<b>PERTH LUNCHTIME 190 Days</b>
<b>Term 3</b>	Working Days	Thursday 7 January to Thursday 1 April	Thursday 7 January to Thursday 1 April	Wednesday 6 January to Friday 2 April	Thursday 7 January to Thursday 1 April
	Non-Working Days	Friday 2 April to Friday 16 April	Friday 2 April to Friday 16 April	Monday 5 April to Friday 16 April	Friday 2 April to Friday 16 April
<b>Term 4</b>	Working Days	Monday 19 April to Friday 2 July** <b>**see note on page 4</b>	Monday 19 April to Friday 2 July** <b>**see note on page 4</b>	Monday 19 April to Thursday 24 June	Monday 19 April to Thursday 1 July** <b>**see note on page 4</b>
	Non-Working Days	Monday 5 July to Friday 13 August	Monday 5 July to Friday 13 August	Friday 25 June to Tuesday 10 August	Friday 2 July to Monday 16 August
<b>Term 1</b>	Working Days	Monday 16 August to Friday 8 October	Monday 16 August to Friday 8 October	Wednesday 11 August to Friday 1 October	Tuesday 17 August to Friday 8 October
	Non-Working Days	Monday 11 October to Friday 22 October	Monday 11 October to Friday 22 October	Monday 4 October to Friday 15 October	Monday 11 October to Friday 22 October
<b>Term 2</b>	Working Days	Monday 25 October to Wednesday 22 December	Monday 25 October to Wednesday 22 December	Monday 18 October to Wednesday 22 December	Monday 25 October to Wednesday 22 December
	Non-Working Days	Thursday 23 December to Wednesday 5 January	Thursday 23 December to Wednesday 5 January	Thursday 23 December to Friday 7 January	Thursday 23 December to Wednesday 5 January
	Other Non-Working Days	Friday 12 & Monday 15 February Monday 3 May Monday 31 May	Friday 12, Monday 15 & Tuesday 16 February Monday 3 May and Thursday 6 May Monday 31 May Monday 16 August Thursday 11 & Friday 12 November	Thursday 11, Friday 12 & Monday 15 February Monday 3 May Monday 24 May Wednesday 1, Thursday 2 and Friday 3 December	Wednesday 10, Thursday 11 & Friday 12 February Friday 2 April Monday 3 May Friday 12 November
	<b><u>SCHEDULED CLEAN DATES</u></b>	Easter: 2 shifts, 14 & 15 April Summer: 8 shifts over 5 days, 9 to 13 August		Easter: 3 shifts over 2 days, 15 & 16 Apr. Summer: 6 shifts, 2 to 9 August October: 1 shift, 15 Oct.	

**Appendix 2 – FACILITIES SERVICES – SCHOOL/NURSERY CLEANERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2021) continued**

		<b>DUNDEE 200 Days</b>	<b>ANGUS 200 Days</b>	<b>PERTH 200 Days</b>	<b>PERTH 45 WEEK NURSERIES</b>
<b>Term 3</b>	Working Days	Thursday 7 January to Thursday 1 April	Wednesday 6 January to Friday 2 April	Thursday 7 January to Thursday 1 April	Thursday 7 January to Friday 9 April
	Non-Working Days	Friday 2 April to Friday 16 April	Monday 5 April to Friday 16 April	Friday 2 April to Friday 16 April	Monday 12 April to Friday 16 April
<b>Term 4</b>	Working Days	Monday 19 April to Friday 2 July** <b>**see note on page 4</b>	Monday 19 April to Thursday 24 June	Monday 19 April to Thursday 1 July ** <b>**see note on page 4</b>	Monday 19 April to Friday 23 July
	Non-Working Days	Monday 5 July to Friday 13 August	Friday 25 June to Monday 9 August	Friday 2 July to Monday 16 August	Monday 26 July to Monday 16 August
<b>Term 1</b>	Working Days	Monday 16 August to Friday 8 October	Tuesday 10 August to Friday 1 October	Tuesday 17 August to Friday 8 October	Tuesday 17 August to Friday 15 October
	Non-Working Days	Monday 11 October to Friday 22 October	Monday 4 October to Friday 15 October	Monday 11 October to Friday 22 October	Monday 18 October to Friday 22 October
<b>Term 2</b>	Working Days	Monday 25 October to Wednesday 22 December	Monday 18 October to Wednesday 22 December	Monday 25 October to Wednesday 22 December	Monday 25 October to Wednesday 22 December
	Non-Working Days	Thursday 23 December to Wednesday 5 January	Thursday 23 December to Friday 7 January	Thursday 23 December to Wednesday 5 January	Thursday 23 December to Wednesday 5 January
	Other Non-Working Days	Friday 12 & Monday 15 February Monday 3 May Monday 31 May Friday 12 November	Friday 12 and Monday 15 February Monday 3 May Thursday 2 and Friday 3 December	Thursday 11 & Friday 12 February Friday 2 April Monday 3 May Friday 12 November	Thursday 11 & Friday 12 February Friday 2 April Monday 3 May Friday 12 November
	<b><u>SCHEDULED CLEAN DATES</u></b>	Easter: 1 shift, 15 April Summer: 5 shifts between 9 and 13 August	Easter: 1 shift, 16 April Summer: 5 shifts, between 2 and 9 August	Easter: 1 shift, 16 April Summer: 5 shifts, 9 to 13 August	

**Appendix 3 – FACILITIES SERVICES - SCHOOL CROSSING PATROLLERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2021)**

		<b>DUNDEE 190 Days</b>	<b>DUNDEE 195 Days</b>	<b>ANGUS 190 Days</b>	<b>PERTH 190 Days</b>
<b>Term 3</b>	Working Days	Thursday 7 January to Thursday 1 April	Thursday 7 January to Thursday 1 April	Wednesday 6 January to Friday 2 April	Thursday 7 January to Thursday 1 April
	Non-Working Days	Friday 2 April to Friday 16 April	Friday 2 April to Friday 16 April	Monday 5 April to Friday 16 April	Friday 2 April to Friday 16 April
<b>Term 4</b>	Working Days	Monday 19 April to Friday 2 July** <b>**see note on page 4</b>	Monday 19 April to Friday 2 July** <b>**see note on page 4</b>	Monday 19 April to Thursday 24 June	Monday 19 April to Thursday 1 July** <b>**see note on page 4</b>
	Non-Working Days	Monday 5 July to Friday 13 August	Monday 5 July to Friday 13 August	Friday 25 June to Tuesday 10 August	Friday 2 July To Monday 16 August
<b>Term 1</b>	Working Days	Monday 16 August to Friday 8 October	Monday 16 August to Friday 8 October	Wednesday 11 August to Friday 1 October	Tuesday 17 August to Friday 8 October
	Non-Working Days	Monday 11 October to Friday 22 October	Monday 11 October to Friday 22 October	Monday 4 October to Friday 15 October	Monday 11 October to Friday 22 October
<b>Term 2</b>	Working Days	Monday 25 October to Wednesday 22 December	Monday 25 October to Wednesday 22 December	Monday 18 October to Wednesday 22 December	Monday 25 October to Wednesday 22 December
	Non-Working Days	Thursday 23 December to Wednesday 5 January	Thursday 23 December to Wednesday 5 January	Thursday 23 December to Friday 7 January	Thursday 23 December to Wednesday 5 January
	Other Non-Working Days	Friday 12, Monday 15 & Tuesday 16 February Monday 3 May Thursday 6 May Monday 31 May Monday 16 August Thursday 11 & Friday 12 November	Friday 12 & Monday 15 February Monday 3 May Monday 31 May	Thursday 11, Friday 12 & Monday 15 February Monday 3 May Monday 24 May Wednesday 1, Thursday 2 and Friday 3 December	Wednesday 10, Thursday 11 & Friday 12 February Monday 3 May Thursday 11 & Friday 12 November

**Appendix 4 – FACILITIES SERVICES – TERM TIME ONLY CATERERS: WORKING AND NON-WORKING DAYS (1 January - 31 December 2021)**

		<b>DUNDEE 192 Days</b>	<b>ANGUS 192 Days</b>	<b>PERTH 192 Days</b>	<b>PERTH 45 WEEK NURSERIES</b>
<b>Term 3</b>	Working Days	Thursday 7 January to Thursday 1 April	Wednesday 6 January to Friday 2 April	Thursday 7 January to Thursday 1 April	Thursday 7 January to Thursday 1 April
	Non-Working Days	Friday 2 April to Friday 16 April	Monday 5 April to Friday 16 April	Friday 2 April to Friday 16 April	Friday 12 April to Friday 16 April
<b>Term 4</b>	Working Days	Monday 19 April to Friday 2 July** <b>**see note on page 4</b>	Monday 19 April to Thursday 24 June	Monday 19 April to Thursday 1 July** <b>**see note on page 4</b>	Monday 19 April to Friday 23 July
	Non-Working Days	Monday 5 July to Friday 13 August	Friday 25 June to Monday 9 August	Friday 2 July to Monday 16 August	Monday 26 July to Monday 16 August
<b>Term 1</b>	Working Days	Monday 16 August to Friday 8 October	Tuesday 10 August to Friday 1 October	Tuesday 17 August to Friday 8 October	Tuesday 17 August to Friday 15 October
	Non-Working Days	Monday 11 October to Friday 22 October	Monday 4 October to Friday 15 October	Monday 11 October to Friday 22 October	Monday 18 October to Friday 22 October
<b>Term 2</b>	Working Days	Monday 25 October to Wednesday 22 December	Monday 18 October to Wednesday 22 December	Monday 25 October to Wednesday 22 December	Monday 25 October to Wednesday 22 December
	Non-Working Days	Thursday 23 December to Wednesday 5 January	Thursday 23 December to Friday 7 January	Thursday 23 December to Wednesday 5 January	Thursday 23 December to Wednesday 5 January
	Other Non-Working Days	Friday 12, Monday 15 & Tuesday 16 February Monday 3 May Thursday 6 May Monday 31 May Friday 12 November	Thursday 11, Friday 12 and Monday 15 February Monday 3 May Monday 24 May Thursday 2 and Friday 3 December	Wednesday 10, Thursday 11 & Friday 12 February Friday 2 April Monday 3 May Friday 12 November	Wednesday 10, Thursday 11 & Friday 12 February Friday 2 April Monday 3 May Friday 12 November
			Note: Employees on 154 day contracts do not work on Fridays.		

**Appendix 5 – FACILITIES SERVICES – CATERERS AND CLEANERS, YEAR-ROUND NURSERIES: FIXED LEAVE PERIODS (1 January - 31 December 2021)**

	<b>DUNDEE</b>				<b>ANGUS</b>				<b>PERTH</b>			
<b>MONTH</b>	<b>Fixed Public Holidays</b>		<b>Fixed Annual Leave</b>		<b>Fixed Public Holidays</b>		<b>Fixed Annual Leave</b>		<b>Fixed Public Holidays</b>		<b>Fixed Annual Leave</b>	
January	1 & 4 January	2	5 & 6 January	2	1 & 4 January	2	5 January	1	1 & 4 January	2	5 & 6 January	2
February			16 February	1							10, 11 & 12 February	3
March												
April												
May			3 & 31 May	2	3 May	1			3 May	1		
June												
July							19 -30 July	10				
August			17 August	1			2-9 August	6				
September												
October												
November			11 & 12 November	2							11 & 12 November	2
December	24, 27 & 28 December	3	23, 29, 30 & 31 December	3	27 & 28 December	2	3 December 23, 24, 29, 30 & 31 December	1 5	27 & 28 December	2	23, 24 December 29, 30 & 31 December	2 3
<b>TOTAL</b>		<b>5</b>		<b>11</b>		<b>5</b>		<b>23</b>		<b>5</b>		<b>12</b>



**Appendix 6 – FACILITIES SERVICES – 205 DAY CPU EMPLOYEES: WORKING AND NON-WORKING DAYS (1 January - 31 December 2021)**

		<b>CPU 205 Days</b>
<b>Term 3</b>	Working Days	Tuesday 5 January to Friday 2 April
	Non-Working Days	Monday 5 April to Friday 16 April
<b>Term 4</b>	Working Days	Monday 19 April to Friday 18 June
	Non-Working Days	Monday 21 June to Monday 26 July
<b>Term 1</b>	Working Days	Tuesday 27 July to Friday 8 October
	Non-Working Days	Monday 11 October to Friday 22 October
<b>Term 2</b>	Working Days	Monday 25 October to Wednesday 22 December
	Non-Working Days	Thursday 23 December to Wednesday 5 January
	Other Non-Working Days	Monday 3 May