



Dear Colleague

## CHRISTMAS AND NEW YEAR AT WEEKEND – 2021-22

1. This guidance is being issued in order to ensure that all staff are treated fairly and consistently in accordance with NHS Scotland's Staff Governance Standard for Christmas and New Year holidays that fall during the weekend.

2. When Public Holidays for Christmas and New Year fall at weekends, then alternate days will be designated as if they were paid Public Holidays, and the appropriate payments and TOIL will be applied in accordance with Agenda for Change terms and conditions. For Christmas and New Year 2021/2022, all public holiday dates fall at the weekend. Therefore, alternative public holiday dates have been set as 27 and 28 December and 3 and 4 January.

3. Staff will not, however, receive additional payments for both the alternate days and the days that would otherwise have been Public Holidays. A maximum of two Public Holidays can be paid during each of the Christmas and New Year holiday weekends. Paragraph 6 provides details of payments due.

4. Please note that references in this guidance apply to any member of staff who is required to work on these dates and also to staff who are on-call, and undertakes any work arising from being on call, during these dates.

5. The public holidays for the 2021/2022 Christmas and New Year period are confirmed as:

- **Monday 27 December 2020 (alternate day for 25 December)**
- **Tuesday 28 December 2020 (alternate day for 26 December)**
- **Monday 3 January 2021 (alternate day for 1 January)**
- **Tuesday 4 January 2021 (alternate day for 2 January)**

5 October 2021

### Addressees

#### For action

Chief Executives,  
Directors of Finance,  
Directors of Human Resources:  
NHS Boards and Special Health  
Boards, NHS National Services  
Scotland (Common Services  
Agency) and Healthcare  
Improvement Scotland

#### For information

Members, Scottish Partnership  
Forum  
Members, Scottish Terms and  
Conditions Committee  
Members, Scottish Workforce and  
Governance Committee

### Enquiries to:

Colin Cowie  
Scottish Government Health  
Directorates  
Health Workforce  
Ground Floor Rear  
St Andrew's House  
EDINBURGH EH1 3DG

E-mail:

[hwfpaytermsandconditions@gov.scot](mailto:hwfpaytermsandconditions@gov.scot)

6. Accordingly, for NHS Scotland in the 2021-22 Christmas and New Year period, the following will apply:

**Specifically for Christmas, the principles which will apply will be:**

- i. Staff required to work on any of the designated public holidays, but not at the weekend 25 / 26 December 2021, will receive Public Holiday enhancements for that day/those days.
- ii. Staff not required to work any of the designated public holidays but required to work on Saturday 25 December 2021 and/or Sunday 26 December 2021 will receive Public Holiday enhancements for that day/those days.
- iii. Staff required to work one of the designated public holidays and one of the weekend days shall receive Public Holiday enhancements for that day/those days.
- iv. Staff required to work one of the designated public holidays and both of the weekend days shall receive Public Holiday enhancements for two days and Sunday enhancements for the third day, e.g. someone working on 25, 26 and 27 December 2021 will have Public Holiday enhancements applied to 25 and 27 December 2021 and normal Sunday enhancements for 26 December 2021.
- v. Staff required to work on all four days shall receive the Public holiday enhancements for the designated public holidays and normal Saturday/Sunday enhancements for the weekend days.

**In regard to the New Year holidays, the same principle will apply as follows:**

- vi. Staff required to work on any of the designated public holidays, but not at the weekend on 1 / 2 January 2022, will receive Public Holiday enhancements for that day/those days.
- vii. Staff not required to work any of the designated public holidays but required to work on Saturday 1 January 2022 and/or Sunday 2 January 2022 will receive Public Holiday enhancements for that day/those days.
- viii. Staff required to work one of the designated public holidays and one of the weekend days shall receive Public Holiday enhancements for that day/those days.
- ix. Staff required to work one of the designated public holidays and both of the weekend days shall receive Public Holiday enhancements for two days and Sunday enhancements for the third day, e.g. someone working on 1, 2 and 3 January 2022 will have Public Holiday enhancements applied to 1 and 3 January 2022 and normal Sunday enhancements for 2 January 2022.
- x. Staff required to work on all four days shall receive the Public holiday enhancements for the designated public holidays and normal Saturday/Sunday enhancements for the weekend days.

## **Action**

7. NHS Boards and Special Health Boards should ensure that the above provisions and payment arrangements are applied for the 2021-22 Christmas and New Year period.

## **Enquiries**

8. Employees should direct their personal enquiries to their employing NHS Board or Special Health Board.

9. This circular is available online at [www.publications.scot.nhs.uk](http://www.publications.scot.nhs.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Laura Zeballos', with a wavy, cursive style.

**LAURA ZEBALLOS**

Deputy Director

Health Workforce

Pay, Practice and Partnership Division



**NATIONAL HEALTH SERVICE  
APPROVAL OF REMUNERATION AND CONDITIONS OF SERVICE**

In accordance with regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991/537) the remuneration and conditions of service set out in the attached Scottish Government Health Workforce Directorate circular of 5 October 2021 – PCS(AFC)2021/4 – in respect of terms and conditions when Christmas and New Year fall on the weekend are hereby approved for the purposes of the said Regulations.

**LAURA ZEBALLOS**

Deputy Director  
Health Workforce  
Pay, Practice and Partnership Division  
Scottish Government  
St Andrew's House  
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5 October 2021