

## ***FULL COUNCIL REPORT***

Date Written	17 <sup>th</sup> April 2015
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Service Area	Human Resources
Exempt/Non Exempt	Non Exempt
Committee Date	22 <sup>nd</sup> April 2015

*To: Mayor, Ladies and Gentlemen*

## **STATUTORY HOLIDAYS 2015-16**

### **PURPOSE OF THE REPORT:**

To seek approval for the statutory holidays for the leave year of 2015-16.

### **1.0 INTRODUCTION AND BACKGROUND**

- 1.1 As part of the Green Book terms and conditions, employees are contractually entitled to have a minimum number of annual leave days, plus statutory bank holidays. This is pro rata based on hours contracted per week.
- 1.2 The current leave year starts 1<sup>st</sup> April 2015 and ends on 31<sup>st</sup> March 2016.
- 1.3 The number of statutory days each year is usually eight in total, depending on when Easter falls.

### **2.0 EASTER TRIGGERED EXCEPTIONS FOR THE LEAVE YEARS 2015-16 AND 2016-17**

- 2.1 Most years the Easter bank holiday falls in April. However Easter 2016 will fall in March, which is within this current leave year.
- 2.2 This means that **two** of the statutory holidays for 2016-17 fall within the 2015-16 leave year (Good Friday and Easter Monday).

- 2.3 Following on from this, there will be six remaining statutory days remaining for 2016-17.
- 2.4 The Trade unions have been informed of this (Unison, GMB and Unite) to seek an understanding that two of the statutory days for 2016-17 will be carried forward within 2015-16. These two days will still be classed formally as statutory days for 2016-17.
- 2.5 A table of the dates can be found below:

<p><b>Statutory days 2015-16</b>            Good Friday            Easter Monday            Early May holiday            Later May holiday            August bank holiday            Christmas Day            Boxing day (statutory equivalent)            New Years' Day</p> <p>(Good Friday            Easter Monday)</p>	<p><b>Date</b>            Friday 3<sup>rd</sup> April 2015            Monday 6<sup>th</sup> April            Monday 4<sup>th</sup> May            Monday 25<sup>th</sup> May            Monday 31<sup>st</sup> August            Friday 25<sup>th</sup> December            Monday 28<sup>th</sup> December            Friday 1<sup>st</sup> January 2016</p> <p>Friday 25<sup>th</sup> March 2016            Monday 28<sup>th</sup> March)</p>
<p><i>Total number of days used</i></p>	<p>8 days for 2015-16</p> <p>(2 additional days carry forward days for 2016-17)</p>
<p><b>Statutory days 2016-17</b>            Early May holiday            Later May holiday            August bank holiday            Christmas Day (statutory equivalent)            Boxing day (statutory equivalent)            New Years' Day (statutory equivalent)</p>	<p><b>Date</b>            Monday 2<sup>nd</sup> May            Monday 30<sup>th</sup> May            Monday 29<sup>th</sup> August            Monday 26<sup>th</sup> December            Tuesday 27<sup>th</sup> December            Monday 2<sup>nd</sup> January 2017</p>
<p><i>Total number of days used</i></p>	<p>6 days remaining for 2016-17 due to carry forward in 2015-16</p>

### 3.0 FINANCIAL IMPLICATION(S)

- 3.1 There are no additional statutory days to be accounted for, and therefore there are no additional costs attached.

## **4.0 SINGLE INTEGRATED PLAN AND SUSTAINABILITY IMPACT SUMMARY**

4.1 There is no impact on the SIP as the bank holidays form part of the employment contract of all staff.

## **5.0 EQUALITY IMPACT ASSESSMENT**

5.1 An Equality Impact Assessment (EqIA) form has been prepared for the purpose of this report. It has been found that a full assessment is not required at this time. The form can be accessed on the Council's website/intranet via the 'Equality Impact Assessment' link.

## **6.0 RECOMMENDATION(S) that**

6.1 The statutory days within the table at 2.5 for 2015-16 are approved.

6.2 The 'carry forward' two of the statutory days for 2016-17 to cover Good Friday and Easter Monday be approved.

**GARETH CHAPMAN  
CHIEF EXECUTIVE**

<b>BACKGROUND PAPERS</b>		
Title of Document(s)	Document(s) Date	Document Location

***Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.***