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## POLICE STAFF COUNCIL

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**To: Police and Crime Commissioner (copy for Chief Exec & Treasurer)  
Chief Constables (copy for Force Personnel/HR Manager)**

**cc: PSC Members  
Scotland and MPS (for information only)**

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7 November 2016

### **JOINT CIRCULAR No 90**

Dear Sir/Madam

#### **WORKING AND PAY ARRANGEMENTS: CHRISTMAS 2016**

Police forces are advised that, unless a local agreement regarding the above is already in place, working and pay arrangements in respect of Christmas Day 2016 and New Year's Day 2017 should be as follows:

Christmas Day 2016 and New Year's Day 2017 falls on a Sunday. The Government has designated Tuesday 27 December and Monday 2 January as public holidays.

For those staff whose normal five-day week does not include Saturday or Sunday and who will not be working on 25 December, or 1 January the Christmas Day holiday will be Tuesday 27 December and the New Year's Day Holiday will be Monday 2 January.

For those staff who work a shift rota, where Christmas Day or New Year's Day holiday, or the bank holidays in lieu, coincide with a rest day or free day, the rest/free day should be treated as a public holiday and in addition a substitute rest or free day shall be given.

The pay arrangements that should apply when the 25 December/1 January falls on Sunday are that staff should be paid public holiday rates for working the 25 December or the bank holiday in-lieu of this day, but not both. The same arrangement applies to 1 January and the bank holiday in lieu.

It is likely that some of the police staff identified in these groups will have bank holiday and/or standby provisions included in their contracts, while others will not.

The usual arrangements for bank holidays falling on a weekend should be continued this year.

If you require further information on this circular please contact from the Employers' Side: David Algie on 020 7187 7329. On the Trade Union Side please call David Bryant 020 7551 1326 or Ben Priestley 020 7551 1272.

Yours faithfully

**BEN PRIESTLEY**  
**SARAH MESSENGER**

**PSC National Joint Secretaries**