

National Joint Council for local government services

Employers' Secretary
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**To: Chief Executives in England, Wales and N Ireland
(copies for HR and Finance Directors)
Members of the National Joint Council**

23 June 2020

Dear Chief Executive,

Working Arrangements: Christmas & New Year 2020 / 21

Christmas Day and Boxing Day 2020 fall on a Friday and Saturday respectively. The Government has designated Monday 28 December as a public holiday with pay in substitution for Boxing Day. New Year's Day falls on Friday 1 January 2021.

This circular sets out the payments to be made to employees required to work over the Christmas period. Authorities are advised that payments, unless a local agreement is in place, should be made in accordance with Green Book Part 3 Para 2.6(b)&(d) as follows:

- Employees required to work on Friday 25 December should receive public holiday pay, plus time off with pay at a later date
- Employees required to work on Sunday 27 December should receive Sunday rates of pay
- Employees required to work **only one day** of **either** Saturday 26 December **or** Monday 28 December should receive public holiday pay, plus time off with pay at a later date, for the one day on which they work
- Employees required to work on **both** Saturday 26 December **and** Monday 28 December should receive Saturday rates of pay for Saturday 26 December and public holiday pay for Monday 28 December, plus time off with pay at a later date
- Employees required to work on Friday 1 January 2021 should receive public holiday pay, plus time off with pay at a later date

Yours sincerely,

*Naomi
Cooke*

Naomi Cooke



Rehana Azam



Jim Kennedy



Jon Richards