Public and Privilege Leave Procedures

1. Check Entitlement

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1. Check Entitlement

1.1 The leave year for public and privilege runs from January to December. For service of less than a year, employees are due a portion of the public and privilege leave falling within that period.

1.2 In England and Wales all permanent and temporary (such as Fixed Term contract) employees are normally entitled to 9 days Public and Privilege holidays in a year. Entitlement is awarded at the beginning of the public and privilege year (1st January).

1.3 In Northern Ireland the holidays are the same as England and Wales, but the additional Orangeman's Day is allowed, provided it has been officially proclaimed.

<table>
<thead>
<tr>
<th>Bank/Public holidays</th>
<th>Privilege holiday</th>
<th>Office closure</th>
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<tbody>
<tr>
<td>New Year's Day</td>
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<td>2nd January</td>
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<td>(Scotland only)</td>
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<tr>
<td>Good Friday</td>
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<td>Easter Monday</td>
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<td>May Day (the first Monday in May)</td>
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<tr>
<td>Spring Bank Holiday (the last Monday in May)</td>
<td>Queen's Birthday (The Friday before the Spring Bank Holiday Monday)</td>
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<tr>
<td>Summer Bank Holiday (the last Monday in August) except Scotland</td>
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<td>Summer Bank Holiday (the last Monday in August) Scotland only</td>
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2. Calculate Entitlement

2.1 There are different calculations for each of the following employee categories:

- Full time contracted to work a flexible working week or compressed hours
- Part time
- Part year appointments
- Permanent change in working pattern
- Temporary change in working pattern

2.2 Part time and part year employees can record their public and privilege leave on form:

DWP PP1EW for England & Wales

DWP PP1scotland for Scotland

Full Time Contracted to Work a Flexible Working Week or Compressed Hours

2.3 Full time employees contracted to work a flexible working week may not always work on the usual Public and Privilege days or have standard contracted days. Managers must use the following formula to convert their leave into hours and minutes:

9 multiply by conditioned days (7.4/7.2)

Part Time

Part time employees are allowed a pro rata amount of time off for public and privilege holidays if they:

- Do not work the same number of hours, daily or weekly or
- Do not work every day or
- Work their hours within a flexible working week

2.5 All pro rata allowances are based on conditioned hours, not a working week. Managers must use the following formula to convert their leave into hours and minutes:

9 (annual public and privilege days) multiplied by 7.4/7.2 (net standard daily hours) multiplied by (weekly part-time hours worked) divided by 37/36 (full time net weekly conditioned hours) - How do I calculate public and privilege?
Part Year Appointments

2.6 Employees who work part-year appointments are entitled to Public and Privilege leave on a pro rata basis according to the number of days worked in the year. Employees working full time standard weeks, part time or a full time flexible week will be given their allowance in hours. All pro rata allowances are based on the number of calendar days an employee is employed and on a calendar (7 day) week, not an employee’s working week. Managers must use the following formula to calculate their leave:

9 standard days multiplied by the number of days the employee is contracted to work within the year divided by 365. Multiply the result by the standard day (7.4/7.2) to convert into hours.

3. Change Entitlement

Permanent Change to Working Pattern

3.1 Managers must calculate how many Public and Privilege days fall between the date of change and the end of the Public and Privilege Leave year (other P&P days will have already been taken as full time if the employee works a standard full time week). Managers must use the following formula:

Multiply the number of days within the period by a standard day, (7.4 or 7.2;) multiply the result by the employee’s new weekly contracted hours and divide this by standard full time weekly conditioned hours, (36 or 37).

Temporary Change in working pattern

3.2 Temporary changes in hours could result in a change to the entitlement.

3.3 This will require managers to do a calculation to reflect the change of hours and the revised entitlement for that day. If no public or privilege leave falls within the period of change, employees are not entitled to extra public or privilege leave. If Public or Privilege day does fall within the period of change, managers must use the following formula:

Multiply the number of Public or Privilege days, which fall within the period of change by number of weekly hours contracted to work. Multiply this figure by net standard daily hours divided by net full time conditioned hours, from this we deduct entitlement already given.

4. Taking Public and Privilege Leave

4.1 Public and Privilege leave takes precedence over annual leave and therefore must be used as soon as possible after the day it was earned. There is a provision for payment in lieu where you have been prevented from taking leave due to business reasons.

4.2 All employees must ensure that a record of the privilege day taken is recorded and authorised by their manager.
4.3 Flexible working, compressed and part time working employees must record their entitlement on a Public and Privilege Leave Record sheet and authorised by their manager.

4.4 If the public/privilege holiday is on a day the employee normally attends work, deduct their normal conditioned day from their annual public/privilege leave entitlement and give the employee a flexi credit to the value of the deduction.

4.5 Employees absent on annual leave spanning any Public or Privilege holiday do not use their annual leave entitlement for these days.

5. Absences during Public and Privilege Leave Year

5.1 A day off or payment in lieu is not allowed on a Public or Privilege Leave day for any employees absent for any reasons listed below: **What is deducted if the employee is not entitled to a public and privilege day?** -

- Sick leave
- Special leave with or without pay
- Unauthorised absence
- Unpaid Departmental Paternity Leave (outside the statutory 2 week Paternity Leave period).
- Unpaid Parental Leave (outside the annual statutory 4 week period for each child).

5.2 Managers must ensure that a deduction is made from the employee’s entitlement in these circumstances.

5.3. Sickness absence during public and privilege leave may affect **entitlement to statutory annual leave**.