

To: Finance, Resources & Customer Services Policy Board

On: 2 September 2020

Report by: Director of Finance & Resources

Heading: Public Holidays for Employees 2021

1. **Summary**

- 1.1 This report sets out the dates for 12 public holidays for employees during 2021. In accordance with established practice, these dates follow a pattern set over several years and are detailed in the Appendix.
 - 1.2 In line with the Council's statement of particulars of employment for local government employees, employees shall be granted 12 public holidays and one day of no work requirement per annum.
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2. **Recommendations**

- 2.1 That the public holidays and day of no work requirement for Renfrewshire Council employees for 2021, as set out in the Appendix to the report, be approved.
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3. **Background**

- 3.1 The day of no work requirement between Christmas and New Year came into effect in October 2009 following the implementation of new terms and conditions. The Council closes for all non-essential services for three days between the Christmas and New Year public holidays. Employees are required to retain and use two days of their annual leave to cover the first two days of closure with the third day allocated

as a day of no work requirement. The day of no work requirement will vary each year but is normally the working day preceding New Year's Day.

Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – As detailed in the report.
3. **Community/Council Planning** – None
4. **Legal** – None
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - None
9. **Procurement** - None
10. **Risk** - None
11. **Privacy Impact** - None
12. **Cosla Policy Position** – None
13. **Climate Risk** – None.

List of Background Papers - None

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RENFREWSHIRE COUNCIL

PUBLIC HOLIDAYS FOR EMPLOYEES 2021

Holiday	2021
New Year	Friday, 1 January 2021 Monday, 4 January 2021 Tuesday, 5 January 2021
Good Friday	Friday, 2 April 2021
Easter Monday	Monday, 5 April 2021
Early May	Monday, 3 May 2021
Queen's Birthday	Monday, 31 May 2021
Paisley Fair Holiday	Monday, 2 August 2021
Autumn Holiday	Friday, 24 September 2021 Monday, 27 September 2021
Christmas	Monday, 27 December 2021 Tuesday, 28 December 2021
Day of no work requirement	Friday, 31 December 2021

Non-teaching staff in schools

Children's Services will issue a separate list of school holidays for term time staff.