



To: Finance & Resources Policy Board

On: 26 August, 2015

Report by: Director of Finance & Resources

**Heading: PUBLIC HOLIDAYS FOR RENFREWSHIRE COUNCIL
EMPLOYEES: 2016**

1. Summary

- 1.1 In accordance with established practice, the Council approves dates for 12 public holidays for Council employees. These holidays, which have followed a set pattern for several years, are normally determined on an annual basis.
 - 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 2016, as detailed in the Appendix, be approved.
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3. Background

- 3.1 The day of no work requirement between Christmas and New Year closure came into effect following the implementation of the new terms and conditions package in October 2009. The Council closes for all non-essential services for 3 days between the Christmas and New Year public holidays with employees requiring to retain back two days of their annual leave to cover the closure each year. The first two days of the closure must be covered by annual leave and the third day is allocated as a day of no work requirement. The day of no work requirement will vary each year but is normally the work day preceding New Year's Day.

- 3.2 The public holidays which are proposed for Renfrewshire Council employees for 2016 form the Appendix to this report and the Board is asked to approve these.
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Implications of the Report

1. **Financial** - None.
 2. **HR & Organisational Development** - approval of these public holidays will assist with diary arrangements and allow Council services to plan well in advance staff cover to ensure that essential services continue to be provided over public holiday periods.
 3. **Community 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.
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RENFREWSHIRE COUNCIL
PUBLIC HOLIDAYS FOR EMPLOYEES 2016

Holiday	2016
New Year	Friday 1 January, 2016 Monday 4 January, 2016 Tuesday 5 January, 2016
Good Friday	Friday 25 March, 2016
Easter Monday	Monday 28 March, 2016
May Day	Monday 2 May, 2016
Queen's Birthday	Monday 30 May, 2016
Fair Holiday	Monday 1 August, 2016
Autumn Holiday	Friday 23 September, 2016 Monday 26 September, 2016
Christmas	Monday 26 December, 2016 Tuesday 27 December, 2016
Day of no work requirement	Friday 30 December, 2016

Non-teaching staff in schools

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