

## WEST LOTHIAN COUNCIL

### GUIDANCE ON APPLICATION OF ADDITIONAL DAYS ANNUAL LEAVE TO CELEBRATE THE QUEEN'S PLATINUM JUBILEE

This year marks Her Majesty the Queen's 70<sup>th</sup> anniversary as monarch. To celebrate, there are a number of UK wide events taking place during the Platinum Jubilee weekend 2 – 5 June 2022.

In order to enable staff to take part in celebration of the platinum jubilee the council has agreed an additional day of leave for all employees to be taken on Friday 3 June 2022.

Although the decision to allow all employees an additional one-off day's annual leave will be viewed as an extremely positive decision by the council there will be practical issues for services to manage. In recognition of this, the following guidance aims to provide clarification on eligibility and related management issues.

Please contact Human Resources if you need any further assistance.

#### Eligibility

- All employees, regardless of status, will be eligible and this should be managed as a service 'shutdown' on Friday 3 June 2022.
- The exception to this will be where essential services require to remain open, in which case employees required to work will be granted one day off to be taken on an alternative date in line with service need.
- Employees who do not normally work a Friday will be granted an alternative day off to be taken in line with their individual working arrangements and service need.
- Only employees in the council's employment on 3 June 2022 qualify for the leave.

#### Taking the leave

- The principle is that all eligible employees have the benefit of an additional day's annual leave (non – recurring) - no equivalent financial compensation will be paid if the day is not taken.
- The day's leave must be taken on 3 June 2022 unless the employee is required to work to maintain essential services on that date or does not normally work a Friday.
- Leave should be booked on iTrent employee self-service using the code: **Paid - Jubilee 03-06-2022** under 'other paid leave'. Guidance on booking leave can be found in section 4 of the [Employee Self Service User Guide](#).
- TMS users will be required to amend their flexi record for the day on which the Jubilee Day is taken by entering the code MyHR-Other to account for their absence on that day.

## **Managing the leave**

All council offices, schools and other buildings will be closed to the public on 3 June 2022, however, it is for services to ensure staffing levels commensurate with the delivery of services on standard public holidays.

When granting an alternative day off to staff required to work on 3 June 2022 or staff who do not normally work a Friday, services are asked to manage the additional day's leave using the same principles as with all leave when considering cover and practical arrangements.

### **FAQS**

#### **Question**

Are part-time employees eligible for the additional day's leave?

#### **Answer**

Yes, the principle is for all employees who qualify under the above criteria to have one additional day's leave.

#### **Question**

I have someone who is leaving employment with the council and have not utilised their Platinum Jubilee day, do we pay them for this?

#### **Answer**

No, the principle is for a day off to be enjoyed; therefore a person leaving the council should be advised to use the day or lose it.

#### **Question**

If someone is on long term sick leave, do they lose their right to the day off?

#### **Answer**

No, they should be advised of the extra day's entitlement on their return to work.

**Human Resources**  
**January 2022**