



HER MAJESTY QUEEN ELIZABETH II: NATIONAL DAY OF MOURNING AND STATE FUNERAL

19 SEPTEMBER 2022

The state funeral of Her Majesty Queen Elizabeth II will take place on Monday 19 September 2022, a national day of mourning.

West Lothian Council recognises and respects the significance of Her Majesty's passing and the desire of staff to mark it appropriately. Monday 19 September 2022 has therefore been designated as an additional public holiday and the following arrangements will apply.

- All council offices, schools and other buildings will be closed to the public on 19 September 2022.
- Limited essential services will continue to be delivered on Monday 19 September 2022 and staff delivering these services will be required to work.
- All other staff will not be required to work on Monday 19 September 2022.

Essential Services

Staff required to work on 19 September 2022 will be notified by their line manager. For those required to work on 19 September 2022, normal public holiday arrangements for pay and time off in lieu will apply in accordance with the relevant national terms and conditions for the staffing group (as attached).

Schools

Specific arrangements have been made for schools as 19 September 2022 is already included in the holiday entitlement of school staff. School staff will be made aware of arrangements for the re-designation of the normal holiday.

Non-standard Working Arrangements

Staff who do not normally work a Monday will receive a pro-rata entitlement to public holiday leave to be taken at an alternative time, no later than 31 December 2022, in accordance with service needs and as agreed with their line manager.

Annual Leave

Annual leave already booked for 19 September 2022 may be cancelled and the day taken in line with arrangements for your service or staffing group.

Eligibility

The public holiday entitlement will only apply to those employed by the council on 19 September 2022.

Leavers

Where an employee is required to work on 19 September 2022 or they do not normally work a Monday they should arrange to take the leave on an alternative day in line with service need and as agreed with their line manager. No payment will be made to leavers who have not used the public holiday leave.

Sickness Absence

Employees on long term sick leave should be advised of the additional public holiday leave on their return to work and given the opportunity to take the leave on an alternative day in line with service need and as agreed with their line manager.

Managing the Leave

All council offices, schools and other buildings will be closed to the public on 19 September 2022, however, it is for services to ensure staffing levels commensurate with the delivery of essential services as identified.

When granting an alternative day off to staff required to work on 19 September 2022 or staff who do not normally work a Monday, services are asked to manage the additional leave during the 2022 leave year using the same principles as with all leave when considering cover and practical arrangements.

Human Resources
13 September 2022

EXTRACTS FROM SJC NATIONAL TERMS AND CONDITIONS FOR LOCAL GOVERNMENT EMPLOYEES

FORMER APT&C EMPLOYEES

General and public holiday working

For work required on a general or public holiday, in addition to normal pay for that day or night (between 2000 hours and 0800 hours on the following day) the allowance shall be at plain time rate for all time worked within an officer's normal working hours. At a later date time off with pay shall be allowed as follows -

When the time worked is less than 4 hours - half day off

When the time worked is 4 hours or more - full day off.

For overtime on a general or public holiday see Clause 41(b) (iv). Allowances and time off with pay for work required on a general or public holiday shall apply, where appropriate, to part-time officers.

Part-time officers who are required to work hours which are additional to their normal working week and which fall on a general or public holiday shall receive payment at plain time rate for the hours worked with time off in lieu as above at a later date or at the discretion of the authority, payment at the rate of double time in complete recompense. (See also Clause 41(b)(ix)).

FORMER MANUAL WORKERS

Work on a General or Public Holiday

A day worker required to work on a general or public holiday as part of the working week

OR

A night worker required to work between 8.00pm on a general or public holiday and 8.00am on the following day as part of the working week

A shift worker required to work on a general or public holiday as part of the working week shall in addition to normal pay for the day/night/shift be paid:-

EITHER

at plain time rate for the time actually worked within normal working hours and shall be allowed time off with pay in lieu at a later date on the following basis -

Time worked	Time Off
Half of a normal day/night/shift or less	Half of a normal working day/night/shift
Over half of a normal day/night/shift	The whole of a normal working day/night/shift

A day/night/shift worker required to work on a general or public holiday involving more than one attendance shall be allowed a whole day/night/shift off with pay at a later date, irrespective of the aggregate of hours worked

OR

at double time rate for the time actually worked within the normal working hours, with no time off at a subsequent date in lieu of the general or public holiday.