

WEST LOTHIAN COUNCIL

GUIDANCE ON APPLICATION OF AN ADDITIONAL DAYS ANNUAL LEAVE TO CELEBRATE THE KING'S CORONATION

The coronation of His Majesty King Charles III will take place on Saturday 6 May 2023. The Scottish Government have announced plans for a 'Coronation Weekend' covering 6 – 8 May 2023 to allow individuals, businesses and other organisations in Scotland to celebrate the Coronation.

In order to enable staff to take part in celebration of the coronation the council has agreed an additional day of leave for all employees to be taken on Monday 8 May 2023.

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 Monday 8 May 2023.
- 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 Monday will be granted an alternative day off to be taken in line with their individual working arrangements and service need.
- For school staff, the date on which equivalent time off is given will be determined locally with a view to minimising the impact on the service. For example, it may be determined in secondary schools to give equivalent time off during senior pupil study/exam leave.
- Only employees in the council's employment on 8 May 2023 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 8 May 2023 unless the employee is required to work to maintain essential services on that date or does not normally work a Monday.
- Leave should be booked on iTrent employee self-service using the code: **Paid - Coronation 08-05-2023** under 'other paid leave'. Guidance on booking leave can be found in section 4 of the [myHR Annual Leave User Guide](#).

Managing the leave

All council offices, schools and other buildings will be closed to the public on 8 May 2023, 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 8 May 2023 or staff who do not normally work a Monday, 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 the coronation day leave, 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
1 March 2023**