

Glasgow Life

Public Holiday Guidance

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1. Public Holiday (PH) entitlement for Glasgow Life

Our PH entitlement is 6.5 days and is made up of the following events:

- New Year's Day
- 2nd January
- Good Friday
- Easter Monday
- Christmas Day
- Boxing Day
- New Year's Eve (Hogmanay) (1/2 day)

If the PH lands on a Saturday or Sunday, consideration will be given to move it to a weekday. The dates of our PHs will be confirmed on our Colleague Information page:

<https://www.glasgowlife.org.uk/about-us/colleague-information/hr-policies-and-documents/leave>

PH entitlement is pro-rata for part time staff which means that if you work less than 35 hours per week, your entitlement is amended accordingly.

2. How to calculate PHs

PH entitlement can be checked by using the AL/PH (Annual Leave/Public Holiday) calculator available on our Colleague Information pages: <https://www.glasgowlife.org.uk/about-us/colleague-information/hr-policies-and-documents/leave>.

- Go to the appropriate tab. The tabs are separate for those who work 35 hours per week or part-time hours, those who are on a 37 hour per week contract and those who work "term time" or Programmed Weeks:

Public Holidays 35 & PT	Public Holidays 37	Public Holidays TT
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- Check how many PHs you will observe in the year and go to that row. For example, a part-time member of staff who started working for Glasgow Life last year will go to the row for 6.5 days. A full-time member of staff who started in June of this year will go to the row for 2.5 days (because they were not working for Glasgow Life during the first 4 PHs).
- Put the contractual hours in the yellow box and hit enter. Using the examples above, the part-time member of staff will put their part-time hours into the yellow box. The full-time member of staff will put 35 into the yellow box.
- The revised entitlement will show under the Entitlement column.

See section 4 below for information on Public Holiday Adjustments (PHA) and section 6 for how to amend a PH entitlement/adjustment if there have been changes to contractual hours and/or the work pattern.

You can also ask your manager to confirm your PH entitlement. Managers can see this on their own My Portal account under the Manager Services tab (see Section 5 "Checking team members quotas" for more information and also the "Useful Links" section 9.3.1 for how to run a report).

3. How to take PHs

All PH quotas will have an effective date of 01 January and an end date of 31 December and cannot be utilised beyond this date.

If you would normally be working on a day that a Public Holiday falls, you do not need to request it as the system will automatically deduct it from your quota.

If your venue is open on the Public Holiday and you are required to work, then you should speak to your manager about how to claim this back. Portal Users can claim this as a Public Holiday in Lieu through the normal portal working time process (which is the same process as section 9.2.2 “Offsetting a negative PHA”).

If you do not work the standard work pattern, then an adjustment may be necessary. Please see Section 4 “The PH Adjustment” for more information.

4. The PH Adjustment (PHA)

If you work the standard Monday to Friday 9-5 work pattern then you are unlikely to have a PH Adjustment. However not everyone works a standard 9-5 work pattern and so the system may produce a “Public Holiday Adjustment”. You will see this on My Portal. If you are a Non-Portal User (NPU) then your manager will be able to advise you if you have a PH Adjustment. Managers can go to Section 5 “Checking team members quotas” for more information and also Section 9.3.1 in the “Useful Links” Section for how to run a report.

The PH Adjustment may have a positive or negative value:

- * Positive balance - hours owed to you
- * Negative balance - hours owed by you to the business

If it’s a positive, then you can arrange with your manager when to take this and you can apply for the time off in the usual way. If you are a Portal User (PU) there is guidance on how to request it through My Portal (see “Useful Links” Section 9.2.1 below for information on how to do this).

A negative PH Adjustment can occur if, for example, you work a compressed work pattern and a PH lands on a day when you would normally be working so you require to take more time off than your PH entitlement. If the PHA is negative, then you should discuss with your manager how you are going to offset these hours. If the decision is to work them, guidance is provided on how to record this in My Portal (see “Useful Links” section 9.2.2 below). If you are a non-portal user or the hours are going to be offset in a different way, your manager should inform CBS (ammreturns@glasgow.gov.uk) for it to be recorded.

5. Checking team members’ quotas

In My Portal, annual leave and the PH entitlement is shown as “quotas”. It is the manager’s responsibility to check quotas, inform non-portal users of any PH adjustment and ensure negative PH Adjustments are offset. Managers can run a report to check their team’s quotas regardless of whether or not their team are Portal Users. See “Useful Links” Section 9.3.2 below for guidance on how to run the report.

If you are a manager and you don’t have the Reporting Tab on My Portal then you should contact selfservice@glasgow.gov.uk to find out what to do.

6. Amending a PH Adjustment

The system will automatically calculate the PH Adjustment at the beginning of each year but if someone changes their contractual hours or work pattern during the year, the manager must recalculate PH Entitlement and Adjustment. Entitlement can be calculated using the AL/PH Calculator (see section 2 “How to calculate PH”). Managers can re-calculate the Adjustment by using the PHA Checker available on our Colleague Information pages: <https://www.glasgowlife.org.uk/about-us/colleague-information/hr-policies-and-documents/leave>. Any amendment to the quota on My Portal should be requested by emailing CBS (CBSServiceHR@glasgow.gov.uk).

There are examples given in Section 10 of this guidance and also as separate tabs on the PHA Checker.

This is also a useful tool for any member of staff who wants to double check their PH Adjustment or gain a better understanding of how it is calculated.

7. If the PH Adjustment is wrong

If you think your PH Adjustment is wrong then you and your manager can use the PHA Checker to check this. If it does in fact turn out to be wrong, it could be that your work pattern on record is incorrect. Your manager can view your work pattern to check this (see “Useful Links” section 9.3.3 below) and amend it accordingly. See our Colleague Information page on work patterns for more information:

<https://www.glasgowlife.org.uk/about-us/colleague-information/hr-policies-and-documents/work-patterns>

The manager will then need to request an amendment to the PHA quota, please refer to Section 6 “Amending a PH Adjustment” for more information.

If the work pattern is correct then, after double checking your calculation using the AL/PH Calculator and the PHA Checker (see Sections 2 and 4 for entitlement and adjustment information), the manager should contact selfservice@glasgow.gov.uk to find out how the PH Adjustment quota has been calculated.

8. Public Holidays during sick leave

In accordance with the “Conditions of Service – Leave”, if you are off sick on a public holiday, you will receive sick pay on that day and will be entitled to an agreed day off in lieu when you are back at work. If you are off sick for more than 13 weeks, your annual leave and public holiday entitlement will be adjusted. For more information, you will find the Conditions of Service here: <https://www.glasgowlife.org.uk/about-us/colleague-information/hr-policies-and-documents/leave>). Managers should contact their Employee Relations Specialist if they need to discuss a member of staff’s absence.

Public Holidays can be taken in lieu (in agreement with your manager) if you are off sick for less than 13 weeks.

9. Useful Links

- 9.1 Information on all types of Leave (Glasgow Life Colleague Information pages):
<https://www.glasgowlife.org.uk/about-us/colleague-information/hr-policies-and-documents/leave>
- 9.2 Employee self-service guides: Click on the link for step by step directions on how to access the Glasgow City Council intranet and the My Portal Self-Service Guides: [My Portal Training & Guidance](#)
- 9.2.1 Using up a positive PHA**
Use the link in 9.2 and when you have navigated to to Employee Self-Service and clicked on “Show all sections”, go to: Requesting Leave > “Requesting Leave - Public Holiday Adjustment for employees with a positive PHA”
- 9.2.2 Offsetting a negative PHA**
Use the link in 9.2 and when you have navigated to to Employee Self-Service and clicked on “Show all sections”, go to: Requesting Payment for Additional Hours (Working Time) > “Requesting Working Time - Public Holiday Adjustment for employees with a negative PHA”
- 9.3 Manager self-service guides: Click on the link for step by step directions on how to access the Glasgow City Council intranet and the My Portal Self-Service Guides: [My Portal Training & Guidance](#)
- 9.3.1 Running an Absence Quota Report**
Use the link in 9.3 and when you have navigated to to Manager Self-Service and clicked on “Show all sections”, go to: Absence Quota Report > “Generating an Absence Quota Report”
- 9.3.2 Amending a PHA**
Use the link in 9.3 and when you have navigated to to Manager Self-Service and clicked on “Show all sections”, go to: Entering Information on behalf of an Employee > “Requesting a change to a Team Members Public Holiday Adjustment Quota”
- 9.3.3 Viewing a work pattern**
Use the link in 9.3 and when you have navigated to to Manager Self-Service and clicked on “Show all sections”, go to: Personal Work Schedules > “Viewing a Personal Work Schedule”

10. Examples

Below are some examples of when there would be a PH Adjustment. We will use the 2024 PH days for these examples but you will be able to find the most up to date PH days on the Colleague Information pages (see Section 9.1 above). You can see these examples on the PHA Checker (see section 6 above).

2024 PH days:

Holiday	Date
New Year's Day	01/01/2024
2nd January	02/01/2024
Good Friday	29/03/2024
Easter Monday	01/04/2024
Christmas Day	25/12/2024
Boxing Day	26/12/2024
New Year's Eve (1/2 day)	31/12/2024

Example 1 – Part-time Staff

Joe's work pattern is as follows:

Monday	= Non-working Day	= 0 hrs
Tuesday	= 9-5, 1 hr lunch	= 7 hrs
Wednesday	= 9-5, 1 hr lunch	= 7 hrs
Thursday	= 9-5, 1 hr lunch	= 7 hrs
Friday	= 9-5, 1 hr lunch	= 7 hrs

As Joe is part-time, his PH entitlement is 36.4 hours (which we worked out using AL/PH Calculator – see section 2 above). Using the PHA Checker, we can see that Joe has a positive PH Adjustment of 10.1 hours. This is because some PHs fall on a Monday which is his normal non-working day.

FTE Hrs	Wk/hrs/	FT Ent (days)	FT Ent (hours)	Pro Rata Ent	Mon 01.01.2024	Tue 02.01.2024	Fri 29.03.2024	Mon 01.04.2024	Wed 25.12.2024	Thur 26.12.2024	Tues 31.12.2024	Total Hours Used	Balance
35	28	6.5	45.5	41.6	0	7	7	0	7	7	3.5	31.5	10.1

Example 2 – Compressed hours

Ann's work pattern is as follows

Monday	= 8:15-17:30, half hour lunch	= 8.75 hours
Tuesday	= 8:15-17:30, half hour lunch	= 8.75 hours
Wednesday	= Non-working Day	= 0 hours
Thursday	= 8:15-17:30, half hour lunch	= 8.75 hours
Friday	= 8:15-17:30, half hour lunch	= 8.75 hours

Ann's hours are full time (just compressed to 4 days) so she still has the full PH entitlement. Using the PH Checker, we can see that she has a negative PH Adjustment because, on most of the days that the PHs fall, she needs to take more hours off than the entitlement.

FTE Hrs	Wk/hrs/	FT Ent (days)	FT Ent (hours)	Pro Rata Ent	Mon 01.01.2024	Tue 02.01.2024	Fri 29.03.2024	Mon 01.04.2024	Wed 25.12.2024	Thur 26.12.2024	Tues 31.12.2024	Total Hours Used	Balance
35	35	6.5	45.5	45.5	8.75	8.75	8.75	8.75	0	8.75	4.35	48.1	-2.6

Ann has agreed with her manager to use 2.6 hours of her annual leave to make up for the shortfall of PH hours and her manager has emailed CBS with this information.

Example 3 – 37 hour work pattern

Adam works a 12 week rolling work pattern, including weekends, which averages out at 37 hours per week. We don't need to know the full work pattern, only the hours that he would be due to work on PH days:

Monday 01.01 = 9:00-15:00 = 8 hours
 Tuesday 02.01 = non-working day = 0 hours
 Friday 29.03 = 12:00-22:00 = 10 hours
 Monday 01.04 = 9:00-15:00 = 8 hours
 Wednesday 25.12 = 9:00-15:00 = 6 hours
 Thursday 26.12 = 12:00-22:00 = 10 hours
 Tues 29.12 = non-working day = 0 hours

Using the PH Checker, we can see that Adam has a positive PHA of 6.1 hours.

FTE Hrs	Wk/hrs/	FT Ent (days)	FT Ent (hours)	Pro Rata Ent	Mon 01.01.2024	Tue 02.01.2024	Fri 29.03.2024	Mon 01.04.2024	Wed 25.12.2024	Thur 26.12.2024	Tues 31.12.2024	Total Hours Used	Balance
35	37	6.5	45.5	48.1	8	0	10	8	6	10	0	42	6.1

11. Important Notices

- The calculations do not include any periods of unpaid absence (e.g. career break); therefore, if any member of staff has a period of unpaid absence, managers are required to recalculate using the AL/PH calculator and PHA Checker (if applicable) and send the corrected balance to CBS along with the reason for the change.
- On the half Public Holiday on New Year's Eve, the member of staff's planned shift hours for the day are halved and this figure applied to the working hours calculation. If there are any corrections to this, Managers should advise CBS.