Dear Colleague

**2002 SPRING BANK HOLIDAY AND SPECIAL GOLDEN JUBILEE BANK HOLIDAY**

1. This General Circular notifies employers of an agreement of the General Whitley Council regarding the arrangements for the 2002 Spring Bank Holiday and the Special Golden Jubilee Bank Holiday.

**Background**

2. The Government has announced that Monday 3 June 2002 will be observed as a Special Golden Jubilee Bank Holiday. The Spring Bank Holiday will be observed on Tuesday 4 June instead of the last Monday in May.

**Implementation**

3. The General Whitley Council has agreed that, subject to paragraphs 4, 5 and 6 below, the 2002 Special Golden Jubilee Bank Holiday will be a paid holiday for NHS staff. Staff who are required to work on this bank holiday should be paid in accordance with the appropriate provisions of their conditions of service relating to payment for work on a bank holiday and any time off in lieu.

4. The Council is aware that many employers have local arrangements governing the allocation and taking of bank holiday entitlements, including the allocation of the two additional days referred to in paragraphs 2 and 2.2 of Section 2 of the General Whitley Council Handbook.

1 November 2001

Addressees

For action
Chief Executives, NHS Boards and Special Health Boards
General Manager, Common Services Agency
General Manager, State Hospital
Chief Executives, NHSScotland Trusts

For information
General Manager, Health Education Board for Scotland
Members Scottish Partnership Forum

Enquiries to:
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5. A common arrangement, for example, is the allocation of one of these additional two days to the day after the Spring Bank Holiday Monday.

6. Where any such local arrangements are affected by the national 2002 Spring and Special Golden Jubilee Holiday arrangements, it will be for employers and staff representatives locally to agree the most appropriate alternative arrangements taking account of local needs and circumstances.

**Part-Time Staff**

7. In relation to part-time staff, the arrangements for determining any pay and/or leave entitlements in relation to this additional bank holiday in 2002 will be the same as those applicable to determining their pay and/or leave entitlements in relation to other bank holidays. Employers will also need to take account of the provisions of the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 in relation to pro-rata entitlements for part time staff. Guidance on the implementation of the Regulations is available on the Department of Trade and Industry website at [www.dti.gov.uk/er/ptime.htm](http://www.dti.gov.uk/er/ptime.htm).

**Scottish Ministers’ Approval**

8. Employers should implement this agreement, which has been approved by Scottish Ministers under Regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (SI 1991 No. 481) and paragraph 11 of Schedule 3 of the National agreement of the General Whitley Council as set out in PCS GC 2001/1. A copy of the formal approval is attached.

**Enquiries**

9. Employees should direct their personal enquiries to their employing NHS Board, Special Health Board or NHSScotland Trust.

10. Employers are asked to make their own arrangements for obtaining any additional copies of this Circular. This Circular can also be viewed on [http://www.scot.nhs.uk/](http://www.scot.nhs.uk/).

Yours sincerely

MIKE PALMER
Assistant Director of Human Resources
NATIONAL HEALTH SERVICE
APPROVAL OF REMUNERATION AND CONDITIONS OF SERVICE

In accordance with Regulation 2 and Regulation 3 of the National Health Service (Remuneration and Conditions of Service)(Scotland) Regulations 1991 (SI 1991 No 481) and paragraph 11 of Schedule 3 of the National Health Services Act 1977 the conditions of service set out in the attached Scottish Executive Health Department’s General Circular PCS (GC) 2001/1 of 1 November 2001 are hereby approved for the purposes of the said Regulations.

MIKE PALMER
A member of the staff of the Scottish Ministers
(Assistant Director of Human Resources)

Scottish Executive
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1 November 2001