



## Top Tips: 10 Tips About Your Workforce and Bank Holidays



**01** Paid holiday for full-time workers doesn't have to include bank holidays. Paid leave for bank holidays is entirely at the discretion of the employer.



**02** Like full-time employees, part-time workers have no statutory right to bank holidays as paid leave. It's important to ensure parity between the two.

**03** It's important to treat full-time workers and part-time workers equally. So if you allow one to have paid leave, so should the other.



**04** You should not treat pro rata employees any more or less favourably than part-time, or full-time, workers.

**05** If a member of your team has bank holidays off as part of their entitled annual leave and is then sick on a public holiday, you should allow the employee to take the annual leave at a later time...

**06** ...However, if the staff member has time off in addition to their entitled annual leave, and is then sick, what happens is dependent on the terms of their contract.



**07** It's not unheard of for employees to feign illness when they're not entitled to paid leave. If you believe they're lying about illness, conduct a formal investigation and follow disciplinary procedure if necessary.

**08** Current UK law entitles any individual on maternity leave to all the terms and conditions they normally have during the period they are absent from work, i.e. whether they receive pay for bank holidays or not.



**09** Provided an employer doesn't ultimately prevent an employee from taking their leave over the course of the year, it's for the employer to determine the rules regarding when leave can be taken.

**10** Under the Working Time Regulations, an employers' decision to set a period of shut down where leave must be taken is perfectly permissible, provided notice is given which is twice the length of the intended leave period.