**Local Agreement to vary the public holidays for Shift Workers at Christmas and New Year in respect of Year \_\_\_\_\_\_\_ *(enter year)***

*To read note at the end of this form before completing.*

Enter Team(s) of shift workers covered by this agreement including the Cluster and Function.

|  |
| --- |
|  |

Detail below the specific group(s) of shift workers that this agreement applies to.

|  |
| --- |
|  |

Indicate below which of the five Christmas/New Year public holidays are to be varied, showing the dates they are being varied from and the dates they are being varied to. To also indicate any of the five dates that are not being varied.

|  |
| --- |
|  |

Enter below the reason(s) for the need to vary the Christmas/New Year public holidays as detailed in the box above.

|  |
| --- |
|  |

The signatories to this agreement to vary the Christmas/New Year public holidays in respect of the group(s) of shift workers above are as follows: -

On behalf of the Council as the employer (must be a Service Manager or above)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Job Title | Signature (electronic) | Date |
|  |  |  |  |

On behalf of the recognised trade unions (can be electronic signatures or alternatively a confirmatory e-mail attached to this agreement).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Trade Union | Position | Signature | Date |
|  | Unison |  |  |  |
|  | GMB |  |  |  |
|  | Unite |  |  |  |

*Note: Where the falling of the public holidays at Christmas and New Year would cause a difficulty for a Cluster then a local agreement may be made to vary the nationally designated days, for* ***shift rota workers only****, provided that only the days treated locally as public holidays will attract a public holiday premium payment for employees required to work on those days.*

*Service Managers must first ensure that the trade unions are involved in discussions on the implementation of a local practice (different from the national arrangements) in respect of the Christmas and New Year public holidays, before they are put in place. Any agreement will be confirmed in writing to the trade unions using this form and copied to the Employee Relations and Wellbeing Team who will hold all such agreements centrally* [*employeerelations@aberdeencity.gov.uk*](mailto:employeerelations@aberdeencity.gov.uk)

*Such an arrangement should be implemented on an* ***employee group basis****, not on an individual employee basis. Employees in the same employment group can only qualify for a public holiday premium payment if they work on a day that is designated as a public holiday, in accordance with the content of this agreement.*

*Shift employees must be informed in advance of the Christmas/New Year period of what the designated days are going to be, to avoid any confusion or misunderstanding. They should also be informed of any of the Christmas/New Year public holidays that have not been varied. There are five public holidays in total at Christmas and New Year.*