To: Chief Executives in England, Wales and N Ireland (copies for HR and Finance Directors)  
Members of the National Joint Council  

23 June 2020  

Dear Chief Executive,  

**Working Arrangements: Christmas & New Year 2020 / 21**

Christmas Day and Boxing Day 2020 fall on a Friday and Saturday respectively. The Government has designated Monday 28 December as a public holiday with pay in substitution for Boxing Day. New Year’s Day falls on Friday 1 January 2021.

This circular sets out the payments to be made to employees required to work over the Christmas period. Authorities are advised that payments, unless a local agreement is in place, should be made in accordance with Green Book Part 3 Para 2.6(b)&(d) as follows:

- Employees required to work on Friday 25 December should receive public holiday pay, plus time off with pay at a later date
- Employees required to work on Sunday 27 December should receive Sunday rates of pay
- Employees required to work **only one day** of either Saturday 26 December or Monday 28 December should receive public holiday pay, plus time off with pay at a later date, for the one day on which they work
- Employees required to work on both Saturday 26 December and Monday 28 December should receive Saturday rates of pay for Saturday 26 December and public holiday pay for Monday 28 December, plus time off with pay at a later date
- Employees required to work on Friday 1 January 2021 should receive public holiday pay, plus time off with pay at a later date

Yours sincerely,

Naomi Cooke  
Rehana Azam  
Jim Kennedy  
Jon Richards