

# INFORMATION FOR EMPLOYEES

November 2018

## CHRISTMAS AND NEW YEAR PAY ARRANGEMENTS

This notice covers important issues on the pay and working arrangements over the Christmas and New Year periods, for staff normally paid on the last banking day of the month. Please take time to read all the sections.

1. Payment dates
2. Submission of timesheets, travel expense claims, etc (*amended submission dates*)
3. Public holiday allowances
4. 27, 28 & 31 December 2018
5. Completion of timesheets

### 1. PAYMENT DATES

Taking into account the closure of Council Headquarters from 22 December 2018 to 2 January 2019 inclusive, a decision has been taken to process payments on 27 December 2018. Payments for January will be made on 31 January 2019 (this being the normal payment date of the last banking day of the month).

It should be noted that HR Shared Services phone lines (as detailed at the end of this notice) will be open on both 27 & 28 December 2018, between 9.30am and 3.00pm. HR Shared Services staff will be available to answer any queries and deal with any emergency underpayment issues, which cannot wait until the office re-opens on 3 January 2019. These issues do not include employees who have not adhered to the submission deadlines and have submitted claim forms late.

At this time, the decision to change the date for December 2018 payments has only been made for the current year. A decision on future dates will be taken in due course as the Council continues to review service provision in all areas.

### 2. SUBMISSION OF TIMESHEETS, TRAVEL EXPENSE CLAIMS, ETC.

As Council Headquarters will be closed from 22 December 2018 to 2 January 2019 inclusive, the following arrangements will therefore apply:-

#### 2.1 Teaching Staff

Please ensure that all claims for supply hours, travelling and subsistence expenses, etc are made for the period from 8 November 2018 to 2 December 2018 inclusive and are submitted, **duly authorised**, to Children and Young People's Services, no later than 5 December 2018, for payment on 27 December 2018.

The succeeding claim period will therefore be from 3 December 2018 to 7 January 2019 inclusive and all claims must be submitted, **duly authorised**, to Children and Young People's Services no later than 10 January 2019, for payment on 31 January 2019.

#### 2.2 Other Staff

Please ensure that all claims for overtime, travelling and subsistence expenses, stand-by, call out, sleeping-in payments, etc are made for the period from 10 November 2018 to 2 December 2018 inclusive and are submitted, **duly authorised**, to HR Shared Services no later than 5 December 2018, for payment on 27 December 2018.

The succeeding claim period will therefore be from 3 December 2018 to 9 January 2019 inclusive and all claims must be submitted, **duly authorised**, to HR Shared Services as soon as possible in order to arrive no later than 14 January 2019, for payment on 31 January 2019.

**The reduction in payroll processing time, imposed by the protracted holiday period, means it is imperative that all employees/managers adhere to the above deadlines.**

**IN ORDER TO AVOID CLAIM FORMS MISSING THE SUBMISSION DEADLINE DATES, PLEASE SUBMIT ALL CLAIMS (DULY AUTHORISED) AS SOON AS POSSIBLE AFTER THE LAST DATE BEING CLAIMED.**

All claims received after the deadline for inclusion in the December payment, will be held over and paid on 31 January 2019. Also, all claims received after the deadline for inclusion in the January payment, will be held over and paid on 28 February 2019. Emergency payments will not be issued as a result of submission deadlines not being met.

**Homecare Staff (Mileage paid on the 15<sup>th</sup> of the month)**

There is no change to the claim periods and deadline dates for these payments.

### **3. PUBLIC HOLIDAY ALLOWANCES**

Appropriate public holiday allowances will be made to staff working on any of the public holidays. For night workers, public holiday allowances apply on hours which fall between midnight at the start of the public holiday and midnight at the end of the public holiday, regardless of shift start and finish times.

All employees will receive public holiday allowance of either:

- (a) additional single time plus time off with pay at a later date, or
- (b) additional double time for all hours worked

The public holiday allowance will be paid in addition to normal pay for the day.

In the first instance, staff will receive additional single time plus time off with pay at a later date. Only if that is not practical will additional double time be paid. (Please note, that as supply/relief workers do not have contracted hours, their payment will be at double time, in complete recompense, for all hours worked).

Some staff have their annual leave and public holiday entitlement calculated in hours at the beginning of each annual leave year. Where such staff, have chosen the option of being paid additional double time, they must have the appropriate number of hours deducted from their leave entitlement for the year, as the full public holiday entitlement will have been met.

### **4. 27, 28 & 31 December 2018**

Certain Council premises close throughout the Christmas and New Year periods, starting from Saturday 22 December 2018 and re-opening on Thursday 3 January 2019. The three days noted above, for payment purposes, are incorporated into annual leave entitlement and therefore no additional payment is made.

### **5. COMPLETION OF TIMESHEETS**

For administrative purposes, employees who complete monthly timesheets for all hours worked, must clearly mark any days for which they require to be paid public holiday allowances. Where timesheets are not normally completed, employees must submit an "overtime and/or normal hours" claim form, clearly marking any hours for which they have worked and require to be paid public holiday allowances.

Please mark clearly on **all** timesheets if the public holiday hours worked are part of your normal working week ('NORMAL') or are overtime hours ('EXTRA'). Where you have agreed with your manager that the public holiday allowance will be paid at double time, in complete recompense, please also mark ('DOUBLE') or if you have agreed single time plus time off with pay at a later date please also mark ('TIME OFF').

### **QUERIES**

Should you have any queries regarding the above, please contact your Line Manager in the first instance. If necessary, Line Managers may contact HR Shared Services staff for advice on 01835 825052 or 825053 (Lync users: HR Shared Services Help Desk 1 or 2).

*HR Shared Services*

