

The document below explains how bank holiday adjustment will be calculated during the 'hibernation' period for part time colleagues, colleagues on non standard work pattern during this period:

As per the govt. regulations all employees are entitled to 8 Bank holidays during the year. This is pro-rata for employees who work part time based on the number of hours they work per week. For colleagues who work a non standard work pattern their Bank Holiday entitlement is the same as if they worked a 'standard' working pattern, an adjustment to their Bank Holiday balance is made on myHR portal based on the actual work pattern.

During the hibernation period, bank holiday falls on 31 August which is Monday. All the colleagues who change their working hours on a Monday i.e. increase/decrease their hours or change Monday from non-working day to working day or vice versa will be eligible for different Bank holiday adjustment. Please see the below scenarios which explain this calculation in detail.

Scenario 1				
Current working pattern		New working pattern		
		Ex. 1	Ex. 2	Ex. 3
Mon	0	0	6	8
Tues	7	6	4	8
Wed	7	6	6	0
Thurs	0	4	0	0
Fri	6	0	0	0
Total	20	16	16	16
Annual leave entitlement for the full year (this will not change in line with the new COVID -19 Policy)	101.5	101.5	101.5	101.5
BH Adjustment	7	7	1	-1
Effect on BH Adjustment due to new working pattern	N/A	0	-6	-8
Ordinary Annual Leave Entitlement with Bank holiday adjustment	108.5	108.5	102.5	100.5
Actual number of hours to be taken in 2020 in line with COVID-19 Policy	108.5	108.5	108.5	108.5
In example 2 and 3 normally an adjustment of -6 hours and -8 hours respectively would be made because these hours fall on the bank holiday i.e. 31st August 2020. However a decision has been made that no negative adjustment will be made, therefore no amendment will be made in respect of bank holiday				

Scenario 2				
Current working pattern		New working pattern		
		Ex. 1	Ex. 2	Ex. 3
Mon	7	6	0	4
Tues	0	6	6	6
Wed	7	4	6	6
Thurs	0	0	4	0
Fri	6	0	0	0
Total	20	16	16	16

Annual leave entitlement for the full year(this will not change in line with the new COVID -19 Policy)	101.5	101.5	101.5	101.5
BH Adjustment	-21	-20	-14	-18
Effect on BH Adjustment due to new working pattern	N/A	+1	+7	+3
Ordinary Annual Leave Entitlement with Bank holiday adjustment	80.5	81.5	87.5	83.5
Actual number of hours to be taken in 2020 in line with COVID-19 Policy	N/A	81.5	87.5	83.5

In the above examples the hours worked on Monday are decreasing and hence the Bank holiday adjustment will be changed manually to provide the benefit. The adjustment has changed by 1, 7, and 3 hours respectively in the above examples.