

**CHRISTMAS / NEW YEAR DISCRETIONARY DAY**

**MEETING:** Employment and General Committee

**DATE:** 20 November 2023

**REPORT BY:** Head of HR, payroll and support services.

**1.0 Purpose of Report**

1.1 To decide the discretionary day for Christmas/New Year 2023/24.

**2.0 Background**

2.1 At Council Minute No 577 (2001/2) under 'Annual Leave Entitlement' it was resolved that the discretionary day for Christmas/New Year be resolved each January for that year. At the CJCC in January 2004 it was resolved to decide the Christmas/New Year discretionary day at the preceding year's October CJCC. If there is an isolated day during any Christmas/New Year period, the discretionary day is to be used there.

**3.0 Report**

3.1 Christmas/New Year dates for 2023/24 are:

	<b>DATE/ CLOSURE</b>
CHRISTMAS DAY	25 DECEMBER 2023 (MONDAY)
BOXING DAY	26 DECEMBER 2023 (TUESDAY)
NEW YEARS DAY	1 JANUARY 2024 (MONDAY)

**3.2 Options for Discretionary Day 2023/24:**

There is no isolated day during this Christmas period. There are three potential options for the discretionary day:-

1. Friday 22 December 2023

2. Wednesday 27 December 2023

3. Tuesday 2 January 2024

**3.3** A poll was conducted on aspire and 77% of respondents expressed a preference for Wednesday 27<sup>th</sup> December 2023.

**3.4** This date will be applied across most council services unless it is decided different operational needs take priority e.g. in Venues or Leisure.

**3.5** This date has been considered and approved at Employer Trade Union Committee on 13<sup>th</sup> November 2023.

#### **4.0 Recommendation**

**4.1** It is recommended that the discretionary day for 2023/24 is approved as option 2 (27<sup>th</sup> December 2023) for all staff as this is the preferred option by staff.