



HR-04/2020

COVID-19 (Coronavirus)

Information for staff on public holidays and annual leave arrangements

Please see below information for all employees relating to arrangements for annual leave and the impending public holidays.

Public Holidays

- Employees should take the public holidays on the 10th and 13th April as they fall.
- For those employees rostered to work, normal terms and conditions will apply.
- For those employees on SNCT terms and conditions who are volunteering to work the public holidays, pay will be at double time and employees will receive a day back in lieu.

Annual Leave

- Employees who have booked annual leave over the next three months should take this leave as planned.
- For those who have yet to book annual leave, they should book at least five days annual leave (pro-rata for part-time staff) over the next three months.
- For employees who work term time, holidays should be taken as they fall.
- For those employees on SNCT terms and conditions who are volunteering to work the Spring Break, arrangements are now in place to provide time back in lieu within a controlled period, as agreed by their associated Head Teacher/Manager.
- For those working in essential services who have been asked to cancel annual leave with appropriate notice (double the period of the leave booked), arrangements should be made to reschedule this annual leave at a later date in line with the needs of the service.

Please note when booking annual leave via [mySelf](#), you may receive a warning that there is already an absence recorded in this period. This is because we are recording you as working from home or on special leave. You can still process your leave as normal.

For further information and updates for managers and staff, please go to

<https://mynl.co.uk/article-categories/coronavirus-information/>

**LIVE
LEARN
WORK
INVEST
VISIT**