

14<sup>th</sup> March 2023

## EASTER HOLIDAYS 2023

Dear Member

The official period for the Easter holidays will be from closing time on Thursday, 6 April 2023 to starting time on Monday, 17 April 2023 (5 annual leave days and 1 public holiday).

Please note that workers who are absent on certified sick leave but who returned to work some time before the Easter holidays must be regarded as having been at work for the purposes of calculating annual leave i.e. where an employee was absent on work on certified sick leave, that employee will be deemed to have been at work and performing his or her duties during the period of certified sick leave.

Additionally, a day which would be regarded as a day of annual leave shall not be regarded as a day of annual leave where the employee concerned is certified sick on that day. Please note, therefore, that where an employer is aware that an employee will be on certified sick leave over the holidays, that worker will be entitled to pay for the public holiday only in accordance with section (f) overleaf. This will affect employees on long-term sick leave in particular and on their return to work, these workers will be entitled to take their accrued annual leave within 15 months of the end of the leave year.

The pay arrangements for the Easter holidays are as follows:

- a) Operatives continuously employed since the beginning of the leave year i.e. August 2022 and remaining in the employment of the company:

**6 days paid leave (5 annual leave days plus 1 public holiday) = 46 hours holiday pay**  
(assuming 8 hours are normally worked from Monday to Thursday, and 7 on a Friday)

- b) Operatives who commenced employment after August 2022, or whose employment is being terminated, should have their annual leave calculated on the cesser pay basis, i.e. 13.65 hours holiday pay for every 4 weeks in which at least 117 hours have been worked, less any annual leave paid since August 2022. In addition, operatives are also entitled to pay for the public holiday if they have worked at any time during the previous 4 weeks. For operatives remaining in the employment of the company the maximum holiday pay due is **46 hours** (assuming 7 hours are normally worked from Monday to Thursday, and 7 on a Friday).
- c) Operatives remaining in the company who have not worked at least 117 hours within a 4 week period will be entitled to 8.4% of the hours they have worked.
- d) Operatives leaving the company or being dismissed who have not worked at least 117 hours will be entitled to 8.4% of the hours they have worked.
- e) Operatives leaving the company or being dismissed at the time of the holidays and who have worked at any time during the previous 4 weeks will be entitled to pay for the public holiday.

- f) Full-time employees absent from work immediately before the holidays will be entitled to payment for the public holiday unless the absence is:
- i) In excess of 52 consecutive weeks by reason of an occupational injury
  - ii) In excess of 26 consecutive weeks by reason of illness or injury
  - iii) In excess of 13 consecutive weeks authorised by the employer, including temporary lay-off
  - iv) An absence by reason of strike
- g) Travelling allowance, where applicable, should be included in holiday pay. Operatives will be entitled to have included in their holiday pay the travelling allowance they are in receipt of at the time of the holidays.

If you have any queries in connection with the above, please do not hesitate to contact the Industrial Relations & Employment Services Department at 01-4066000.

Yours faithfully



Michelle Tully  
Executive  
Industrial Relations & Employment Services

