



DAP LIMITED

BANK HOLIDAY BRIEFING

For the 2022 holiday year, the late May bank holiday (usually the last Monday in May) is moving from Monday 30 May 2022, to Thursday 2 June 2022. There will be an additional bank holiday on Friday 3 June 2022 to commemorate the Queen's Platinum Jubilee.

Depending on how your contracts of employment are worded this additional holiday in 2022 may mean that your employees are not eligible to have this day as paid holiday.

If the contract says employees are only entitled to 8 bank holidays per year, you likely won't have to allow the additional day. If it says employees are entitled to all bank holidays in a full leave year, they will likely have to get the additional day.

The law specifies that an employee is entitled to 5.6 weeks holiday a year, bank holidays are included in this allowance. For an employee that works 5 days a week this is normally 8 days that are bank holiday plus 4 working weeks (20 other days).

Part time workers should be given the same amount of holiday as a comparable full-time worker on a pro-rata basis i.e. reducing a full-time worker's entitlement corresponding to the amount of hours they work.

As an employer it is your responsibility to make sure you pay your team for the correct number of days. You should therefore check all contracts of employment to ensure that you pay them the correct amounts.

You could make the decision that no matter what the contract says you will pay for the additional bank holiday this year. If you do so then you must communicate this to your team so that they know. I would also suggest that you tell them that this is not setting a precedent and if the same happens in the future then the additional day may not be given as additional holiday.

As payroll processors we do not keep records of your staff's holiday entitlements and do not have copies of your contracts of employment.

We will therefore rely on you to advise us of any adjustment you wish us to make to the payroll for your business.

If we do not hear from you then we will automatically pay your team for the additional bank holiday as if it were a normal day.

Simon Lever
Director
DAP Limited

March 2022