

## **Annex 1 – Working Hours, Overtime and Holiday Payments**

### **1. Hours of Work**

- 1.1 With effect from 1 October 2018 hours of work for new and existing employees of Armagh Observatory and Planetarium will be 37 hours per week (lunch break 36 minutes).
- 1.2 Some existing employees with contractual hours less than 37 per week may retain their existing working hours on a personal to holder basis. Where a change in contract results in more favourable terms (eg eligibility to FWH scheme and/or overtime) working hours will change to 37 hours.
- 1.3 The working week for front line Education Staff will be 37 hours Monday – Saturday. Work outside core hours (7.30 am – 6.00 pm) or on a rostered day off will be paid as overtime.

### **2. Overtime**

#### **2.1 Eligibility**

Employees at Grade 7 and above and those with 'personal to holder' 35 hours per week contracts are not eligible for overtime payments.

Part time employees will not qualify for overtime payments for hours worked up to full time equivalent hours.

Casual employees, with no fixed hours or working pattern, will be paid an agreed rate for all hours worked.

#### **2.2 Overtime Bands**

All grades up to and including EO1 level and equivalents – hourly payment rate of time and a third. Overtime will only be applicable for hours worked in excess of full time equivalent, ie 37 hours.

Staff Officer and DP Grades – hourly payment rate of plain time.

#### **2.3 Saturday**

Staff in grades eligible for overtime will be compensated at a rate of an additional half the plain time rate for attendance on Saturday.

Staff in grade eligible for overtime who are not normally required to work Saturday may request time off in lieu instead of payment.

#### **2.4 Sunday**

Staff in overtime grades will be compensated at a rate of an additional plain time for Sunday attendance.

Occasional Sunday opening for special events and function will be paid at the agreed overtime rate.

#### **2.5 Bank/Public Holidays**

Payment for work on a designated Public, Bank or Privilege day will be time off in lieu (equal to the hours of attendance) plus a premium payment at Plain Time Rate for the hours of attendance.

For part time employees, whose holiday entitlement is inclusive of pro rata public holiday entitlement, a day of in lieu will not be applicable as they will not be required to deduct a day from their leave entitlement when working.

## **2.6 Rest days**

Subject to the provisions of the Working Time Directive, staff who are required to work on a rostered rest day will be offered an alternative day off/time off in lieu or payment at the appropriate overtime rate for that day.

## **2.7 Call Out Payments**

Employees unexpectedly called into work outside normal hours, (8.00 am – 6.00 pm) eg because of keyholder duties, will be paid a minimum of 3 hours call out payment for attendances less than 2 hours. For attendances longer than 2 hours normal overtime payments will apply.

## **2.8 Attendance at External Training Courses, Conferences, Observing Visits etc.**

Attendance at external events considered necessary to the role, will be recorded as 'duty leave' for working days. Time of in Lieu (TOIL) for attendance at external training, conferences or observing trips that includes non-working days, eg Weekends or Bank/Public Holiday will be applicable.

TOIL must be taken as soon as reasonably practical after a period of additional working hours to ensure compliance with Working Time Directive on maximum working hours. A rolling maximum balance of 5 days TOIL is permitted and will be recorded separately to annual leave.

## **3. Holiday Entitlement**

With effect from 1 October 2018, holiday entitlement for new and existing staff (including new research staff) will be 30 days annual leave entitlement plus 12 Bank/Statutory days as outlined below (pro rata for part time employees).

Employees whose current contract entitles them to 35 days annual leave plus 11 Bank/Statutory days will retain these terms on a 'personal to holder' basis.

Bank Statutory Holidays are as follows:

- New Year's Day
- St Patrick's Day
- Good Friday
- Easter Monday
- First Monday in May
- Last Monday in May
- 12<sup>th</sup> July
- 13<sup>th</sup> July
- Last Monday in August
- Christmas Eve (personal to holder contracts will be required to take this as an annual leave day)
- Christmas Day
- Boxing Day

Where possible you shall give at least 5 working days' notice of any proposed holiday dates and these must be agreed by your line manager in advance. No more than 10 days' holiday may be taken at any one time unless prior consent is obtained from your line

manager. We may require you to take (or not to take) holiday on particular dates, including during your notice period.

If permission is requested from your line manager before 15 January, up to 10 days annual leave may be carried over and taken at any time during the next leave year. No other holiday can be carried over unless you have been prevented from taking it in the relevant holiday year by one of the following: a period of sickness absence or statutory maternity leave, paternity, adoption, parental or shared parental leave. In cases of sickness absence, carry-over is limited to four weeks' holiday per year less any leave taken during the holiday year that has just ended. A plan for taking any such carried over holiday must be agreed with your line manager to ensure a maximum of 9 days annual leave is carried over at the end of the relevant holiday year. Any additional holiday entitlement above the maximum permitted 10 days will be lost.

We shall not pay you for untaken holiday except on termination of employment, if this has been agreed in advance with your line manager. Every effort should be made to use untaken leave during your notice period. If payment for untaken leave is approved, it will be paid as 1/260th of your full-time equivalent salary for each untaken day of your entitlement. However, if we have dismissed or you have resigned without giving the required notice, such payment in lieu shall be limited to your statutory entitlement under the Working Time Regulations (Northern Ireland) 2016, and any paid holidays (including paid public holidays) taken shall be deemed first to have been taken in satisfaction of that statutory entitlement.

No payment for outstanding TOIL balances will be paid on termination of employment. If you have taken more holiday than your accrued entitlement at the date your employment terminates, we shall be entitled to deduct the excess holiday pay from any payments due to you calculated at 1/260th of your full-time equivalent salary for each excess day.

#### **4. Allowances and other Bonuses**

Local arrangements for Additional Allowances currently paid for:

- Weather Readings
- Security
- Additional responsibilities (ADP Allowance – ceased in 2005)

Will cease following regrading of posts to consolidate them into basic pay.

Other allowances contained within the NICS Handbook are either currently paid or are proposed to be paid are:

- ICT Allowance, to recognize competitive ICT marketplace and necessity for staff flexibility
- Supervisory Allowance, to recognize supervision of staff at the same pay grade.