Bank Holiday PAY & TOIL – flow chart

The pay information given below applies for work done on a Public Holiday between midnight & midnight [AFC T&Cs 2.10]

Would I be here if today was not a public holiday?

NB - Christmas and New Year dates around weekends are defined in annex Y of AfC Terms and Conditions

Yes → Does your Annual Leave entitlement include public holidays ← **No** → Are you Band 1-7? → **No** → Bands 8-9 working on public holidays in addition to their normal standard week are entitled to TOIL only

Yes / **No**

Yes — TOIL for your standard day is already covered in your annual leave entitlement, so additional TOIL is only due for hours worked above your standard day

No — You are entitled to TOIL for the hours you work on a public holiday   TOIL is at plain time

This is because the basic hours (or time) you work that day are covered by your annual salary and you have not received a bank holiday off

Yes — You are **NOT** entitled to TOIL for the hours you work on a public holiday

This is because you are being paid additional basic, as well as an enhanced rate, or overtime hours for the time you work that day

plus / **plus**

You are entitled to claim enhancement for the hours you work on a public holiday

Are you full time?

Payment will depend on your unsocial hours category
A   AfC
B   24/7
C   Predictable   NHSBT

No — Are the hours you worked over and above AfC standard hours of 37.5?

Yes → For hours worked in excess of 37.5 you are entitled to claim public holiday overtime

You must treat, and claim, the hours separately if some are within 37.5 and some are above 37.5.

**A   AfC
and
B   24/7**

Enhanced rates are;-

Band 1- 100%
Band 2   88%
Band 3   74%
Band 4-9   60%

No

For any additional hours up to 37.5 per week you are entitled to claim **additional basic hours**

plus

For any additional hours up to 37.5 per week you are entiteld to claim enhancement for working on a public holiday

Band 1-7 overtime at **double time** is paid

Bands 8-9 are not paid overtime

C   Predictable   NHSBT

All bands   100%

Bands 1-7 can chose to take TOIL as an alternative to O/T. If TOIL not taken within 3 mths then O/T is payable.

To claim Enhancement in EASY:

In the Timesheet / Enhancement section

Enter the paid hours you have worked on a public holiday in the **Public Hol** column.
Example 1 & 3

To claim Additional basic hours in EASY:

Enter the additional paid hours you have worked into the **Excess Basic Hours** column.
Example 4 & 5

To claim Overtime in EASY:

In the Timesheet / Overtime section

Enter the paid hours you have worked on a public holiday in the **Public Hol** column.
Example 2 & 5

Bank Holiday PAY & TOIL – EASY examples.

Example 1: Full time (band 1-7) employee **would normally work** if day was not a bank holiday, claim Public Holiday Enhancement for actual paid hours.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6

Date	Time		Cont. Hours Worked	Excess Basic Hours	Enhancements (hours)					Overtime (hours)					
	Start	End			Sat.	Sun.	Night	Unsoc.	Public Hol.	Week Day	Sat.	Sun.	Night	Unsoc.	Public Hol.
Summer Bank Holiday, 31st Aug 2015	9:30	17:30	7.50						7.50						
Period Totals			7.50						7.50						

Example 2: Full time (band 1-7) employee **would not normally work** but is working **over and above** contracted hours, claim Public Holiday Overtime for actual paid hours.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6

Date	Time		Cont. Hours Worked	Excess Basic Hours	Enhancements (hours)					Overtime (hours)					
	Start	End			Sat.	Sun.	Night	Unsoc.	Public Hol.	Week Day	Sat.	Sun.	Night	Unsoc.	Public Hol.
Summer Bank Holiday, 31st Aug 2015	9:30	17:30	7.50												7.50
Period Totals			7.50												7.50

Example 3: Part time (band 1-7) employee **would normally work** if day was not a bank holiday, claim Public Holiday Enhancement for actual paid hours.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6

Date	Time		Cont. Hours Worked	Excess Basic Hours	Enhancements (hours)					Overtime (hours)					
	Start	End			Sat.	Sun.	Night	Unsoc.	Public Hol.	Week Day	Sat.	Sun.	Night	Unsoc.	Public Hol.
Summer Bank Holiday, 31st Aug 2015	9:30	17:30	7.50						7.50						
Period Totals			7.50						7.50						

Example 4: Part time (band 1-7) employee **would not normally work** but is working **over and above** contracted hours but not more than 37.5 hours, claim Excess Basic Hours and Public Holiday Enhancement for actual paid hours.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6

Date	Time		Cont. Hours Worked	Excess Basic Hours	Enhancements (hours)					Overtime (hours)					
	Start	End			Sat.	Sun.	Night	Unsoc.	Public Hol.	Week Day	Sat.	Sun.	Night	Unsoc.	Public Hol.
Summer Bank Holiday, 31st Aug 2015	9:30	17:30	7.50	7.50					7.50						
Period Totals			7.50	7.50					7.50						

Example 5: Part time (band 1-7) employee **would not normally work** but is working **over and above** contracted hours (3.5 hours) and over 37.5 hours (4 hours). Claim Excess Basic Hours and Public Holiday Enhancement for the 3.5 hours up to 37.5 and Public Holiday Overtime for the 4 hours over 37.5 hours.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6

Date	Time		Cont. Hours Worked	Excess Basic Hours	Enhancements (hours)					Overtime (hours)					
	Start	End			Sat.	Sun.	Night	Unsoc.	Public Hol.	Week Day	Sat.	Sun.	Night	Unsoc.	Public Hol.
Summer Bank Holiday, 31st Aug 2015	9:30	17:30	7.50	3.50					3.50						4.00
Period Totals			7.50	3.50					3.50						4.00