

Agreement between Parcelforce Worldwide and CWU Regarding Bank Holiday Remuneration.

Introduction

In the Past & Continuing Reward 2011 Agreement between Parcelforce Worldwide and the Communication Workers Union there was a commitment to review the current bank holiday agreement and remuneration package to ensure the fair and consistent application across the varied operational shift patterns, locations and grades.

Against that backdrop the main objectives of the review have been to re-examine the overall bank holiday remuneration package, how it has been interpreted and applied differently across PFW operational units, and how we can simplify the guidance for bank holiday pay and duty arrangements so that all units apply the agreement fairly and consistently across every location.

Bank Holiday Remuneration

Bank Holiday Supplement

This agreement Introduces a new Bank Holiday supplement rate to be paid for normal conditioned hours performed during a bank holiday period.

The Bank Holiday Supplement rate will be set at the difference between the standard hourly rate and the higher (Option B) bank holiday overtime rate for CSP, HOP and CL5 grades. This would be applied to normal conditioned duty hours worked on a bank holiday between the hours of 00:01 and 23:59. This is a non-pensionable payment. (See Annex A for details)

Bank Holiday Overtime

Bank Holiday rates should only be paid for overtime performed between 00.01 and 23.59 on a bank holiday, NOT normal conditioned duty hours.

Employees attending on bank holiday overtime have the choice of selecting between Option A and Option B overtime rates.

- Option A is a lower overtime rate with a day off in lieu where more than 2 hours of overtime attendance are worked that occurs within the bank holiday period (00.01 and 23.59). This lieu day should be taken at a convenient time mutually agreed by the individual and their manager.
- Option B is a higher overtime rate without any day off in lieu.

Bank Holiday Attendance Credits

In any week where there is a bank or public holiday, employees are entitled to an attendance credit equal to the number of conditioned hours due to be worked that day.

- For those employees who work a four or three day attendance, they receive credits as detailed below and the remaining hours in the week are adjusted accordingly.

Grade	5 day week	4 day week	3 day week
CSP	8 Hours	10 Hours	n/a
CL5	7.2 Hours (net)	9 Hours (net)	12 Hours (net)
HOP	7.5 Hours (net)	9.4 Hours (net)	12.5 Hours (net)

- Night workers are entitled to the same credit in a bank holiday week even if the hours are outside the 00:01 and 23:59 span.

E.g. a night worker, whose duty requires a Friday night into Saturday morning attendance on a Good Friday week, would not be expected to work that shift. However their previous night shift that starts on the Thursday night into the Good Friday morning will be expected to be worked as this is part of their normal conditioned weekly hours.

- Part Time employees are entitled to Bank and Public Holidays on the same basis as full time employees. Part time employees receive a day in lieu, where the bank holiday falls on a day on which they are not due to attend.
- Standard overtime payments will only be made for hours worked in excess of the adjusted weekly hours,

e.g. CSP – 32 Hours
HOP – 30 Hours

Any questions of interpretation, implementation or application of these terms shall be referred to the signatories of this agreement.

Terry Pullinger
CWU

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Parcelforce Worldwide

Annex A

Bank Holiday Pay and Duty Arrangements

The following days are designated bank or public holidays in Parcelforce Worldwide

January 1st
January 2nd (Scotland only)
March 17th (Northern Ireland only)
Good Friday
Easter Monday
First Monday in May
Last Monday in May
July 12th (Northern Ireland only)
Last Monday in August
Christmas Day
Boxing Day

When one of the above days falls on a Saturday or Sunday, the Government designates the following weekday as the bank holiday.

Bank Holiday Supplement Rates

Non-Pensionable Supplement for working conditioned hours on a bank holiday between 00.01 and 23.59.

Depot Pay

Customer Service Provider grade (CSP)

Bank Holiday Supplement	Hourly Rate
	£9.55

Hubs Pay

Hub Operative Grade (HOP)

Bank Holiday Supplement	Hourly Rate
	£9.68

Clerical Pay

Clerical Level 5 (CL5) and Postal Officer (PO PFW) Grades

Bank Holiday Supplement	CL5 Hourly Rate	PO PFW Hourly Rate
	£8.06	£10.52

Bank Holiday Overtime Rates

Bank Holiday rates are paid for overtime, not conditioned hours, worked between 00:01 and 23:59 on a bank holiday. Bank Holiday Option A is with hours equal to the number of hours that occur within the bank holiday (00:01 and 23:59) in lieu, Option B is without Hours in lieu.

Depot Pay

Bank Holiday	
Option A	Option B
£10.76	£18.31

Hubs Pay

Bank Holiday	
Option A	Option B
£11.98	£19.97

Clerical Pay

		Bank Holiday	
		Option A	Option B
Clerical Level 5	Recruit	£11.46	£17.17
	Max	£11.98	£17.95
PO (PFW)		£12.45	£20.77

Non-Service Days

When an employee is not required to work due to our service specification, this creates an additional non-service day. This typically happens over the Christmas period, and the service changes can affect night workers disproportionately.

It is agreed that these non-service days are treated as ad-hoc leave. Whilst affected employees are not required to attend at another time or to make good any time not worked, equally they have no automatic right to such time off, if the service specification requires them to attend.