

## Coronation bank holiday advice for employers

With the upcoming celebrations for the **King's Coronation** on Saturday 6<sup>th</sup> May and the **Big Help Out** planned for the additional Bank Holiday on Monday 8<sup>th</sup> May, most employees may be feeling excited about getting an extra day off but for business owners the coronation weekend could have its challenges.



Saturday 6<sup>th</sup> May is not a bank holiday so there's no obligation for businesses to let staff take the day off if they usually work on a Saturday or if they're on the rota to work that day.

Whether or not an employee is entitled to the extra Bank Holiday on Monday 8<sup>th</sup> May will depend on the wording of their employment contract, as well as their work pattern, for example:

- if the contract says all bank holidays are paid time off, this might mean an employee will get an additional day's holiday.
- if the contract just gives a total number of days' holiday each year, this might mean an employee will not get an additional day's holiday.
- Part-time staff may have a contract that states their Bank Holiday entitlement is on a pro-rata basis or they may be entitled to the day or an alternative day off.

An employer can choose to give their staff the extra day's leave even if they are not entitled to it. However, they do not have to.

Employers are advised to communicate and agree plans with their staff: whether the business will close for the bank holiday, what type of leave and pay will apply if employees are not working and the process employees should follow to ask for the time off if the organisation is staying open.

More information about holiday entitlement can be found on our website:

<https://msquaredaccounting.co.uk/factsheets/?op=/factsheets/employment-issues-and-regulations/annual-leave>