

8.4 Public Holidays

A public holiday is a statutory entitlement, as set out in the [Organisation of Working Time Act, 1997](#). Public Holidays should not be confused with “Bank Holidays” such as Good Friday, which are not covered by the Act and to which there is no legal entitlement. However, Teagasc allows its staff to avail of Good Friday as an additional paid day off.

There are nine official public holidays as follows:

- New Year’s Day
- St. Patrick’s Day
- Easter Monday
- First Monday in May
- First Monday in June
- First Monday in August
- Last Monday in October
- Christmas Day
- St. Stephen’s Day

Additional Public Holiday for 2022

In 2022, an extra Public Holiday will take place on **Friday the 18th March**. From 2023, there will be a new Public Holiday in early February to mark St. Brigid’s Day. This Public Holiday will be the first Monday in February, except where St. Brigid’s Day falls on a Friday, in which case that Friday 1st February will be a Public Holiday.

Full-Time Staff Members

Full-time staff members have an automatic entitlement to all public holidays (provided they have worked at least 40 hours in the previous 5 weeks ending on the day before the public holiday) and are entitled to one of the following, whichever Teagasc determines:

- A paid day off on the day
- A paid day off within a month of that day
- An additional day of annual leave
- An additional days pay

In all cases for full-time staff members, additional leave or additional pay will be based on a full day (i.e. 7 hours). In general, Teagasc offices are closed on public holidays and therefore staff will generally be given a paid day off on the day.

Part-Time Staff Members

Part-time staff must have worked at least 40 hours in the 5 weeks ending on the day before the public holiday in order to qualify and are entitled to one of the following on a pro-rata basis, whichever Teagasc determines:

- Paid time off on the day
- Paid time off within a month of that day
- Additional leave
- Additional pay

If the public holiday day falls on a day which the part-time staff member normally works, they are entitled to their ‘normal day’s pay’ for the day. In other words, it will not be necessary to make any adjustment to their pay in respect of that public holiday.

If the public holiday falls on a day which the part-time staff member is not normally required to work, they are entitled to an additional one fifth of their normal weekly hours to be taken as additional pay or additional leave. It is at the discretion of Teagasc to determine whether it will be additional pay or leave, but in general the staff member will be given time off in lieu.

Example

A staff member works half time (17.5 hours) as follows: half day Wednesday, full day Thursday and Friday. A Public Holiday falls on Monday, a day they are not normally required to attend work. Therefore they are entitled to an additional one fifth of their normal weekly hours to be taken as additional leave or additional pay (3.5 hours). An adjustment will be required to their salary if they are given additional pay.

Worksharers

Worksharers are distinct from part time workers on the basis that they fill a proportion of a full time post. Under the work-sharing arrangements there are two categories which must be considered:

- a) Worksharers who share the post equally with both working half time
- b) Worksharers who do not have a work-sharing partner and work an alternative pattern

For those who share the post equally with both working half time there are three patterns:

- 1) Week on week off
- 2) Three days on two days off
- 3) Mornings or afternoons only

For those who do not have a work-sharing partner there are two patterns:

- 1) Three weeks on one week off
- 2) 2/5, 3/5 or 4/5 of the normal working week

A. Those Worksharing Equally

Where two people are worksharing equally and the pattern is such that one person is likely to benefit more from public holidays (i.e. any pattern other than mornings or afternoons only), the attendance pattern should be alternated in such a way that both people will benefit equally from the public holiday

In this case, the staff member who is scheduled to work on the public holiday will be entitled to one of the following on a pro-rata basis, whichever Teagasc determines

- Paid time off on the day
- Paid time off within a month of that day
- Additional leave
- Additional pay

The other worksharer who is not scheduled to work on that day will be entitled to an additional one tenth of their normal working hours in the previous two weeks, to be taken as additional leave or additional pay, whichever Teagasc determines.

Example

Two staff members work week on/week off in an equal workshare arrangement. There are 9 public holidays, and Good Friday i.e. 10 days in total. Therefore the pattern should be such that each person will be rostered to attend at work for 6 of those days.

For each public holiday, the person who is rostered to attend at work will be entitled to paid time off on the day. In other words, it will not be necessary to make any adjustment to their pay.

The person who is not rostered to attend at work, will be entitled to an additional one tenth of their hours in the previous two weeks, to be taken as additional leave or additional pay. As they work week on week off, each person works 35 hours in a two week period. Therefore they would be entitled to an additional 3.5 hours (1/10 of 35) to be taken as additional leave or additional pay. An adjustment will be required to their salary if they are given additional pay.

Where the person does not have a work-sharing partner they are entitled to one of the following:

- a) If they are rostered to attend on the public holiday, they are entitled to a paid day off on that day i.e. no adjustment will be made to their pay
- OR**
- b) If they are not rostered to attend on the public holiday, they are entitled to an additional one tenth of the normal working hours in the previous two weeks to be taken as additional pay or additional leave. An adjustment will be required if they are given additional pay

General Points to Note

Public Holidays

In general, staff who are normally rostered to work on a public holiday will be given paid time off in respect of that day due to the fact that Teagasc premises are usually closed on these days. However, if it is necessary for the staff member to work on the public holiday, they may be entitled to additional time off or additional pay in accordance with the regulations.

Pro-Rata

In all cases, normal pay/paid time off/additional leave is pro rata that of an equivalent full-time worker. The pro-rata amount is determined by the total number of hours worked.

Statutory Leave

Staff on statutory leave e.g. maternity leave, parental leave, adoptive leave etc., maintain their public holiday entitlement for the duration of the absence and as such any public holidays that fall during such leave should be taken immediately at the end of the leave.

Version	Revision Date	Summary of Changes	Policy Owner
1.0		n/a	HR
2.0	26/1/22	Additional Public Holiday for 2022	HR