

Scottish Joint Industry Board

Handbook

2026 - 2028

Section D

Holidays and Holiday Pay



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D1. Information for Operatives

D1.1 Details of holidays, holiday pay entitlement and the position on the termination of employment must be given to the Operative on or before the employment start date, and should be set out in the Written Statement of Employment Particulars given to the Operative by their employer.



D2. The Recognised Holiday Year

D2.1 The holiday year shall commence on the first working Monday in January and conclude on the Sunday preceding the first working Monday in January of the succeeding year.



D3. Entitlement to Annual Holidays

D3.1 An Operative with one full year of service shall be entitled to 32 days' holiday per annum, comprising 24 days' annual holiday and eight days' public holiday.

D3.2 An Operative who commences employment part way through the holiday year shall receive pro rata annual leave, in accordance with the following formula:

$$\frac{\text{Annual Holiday Entitlement}}{52 \text{ Weeks}} \times \text{Weeks of employment left in this holiday year} = \text{Annual Leave Entitlement (rounded up to a full day)}$$

D3.3 Employees should be paid at the point when they take the holidays, not at various points throughout the year.



D4. Arrangements for Taking Annual Holidays

D4.1 Annual holiday dates should be agreed, in advance, between the employer and the Operative.

D4.2 In the circumstances of a continuous shutdown, annual holiday may be attached, on days of the employer's choice, to existing public holidays. Such arrangements should be communicated to Operatives as far in advance as possible.



D5. Annual Holiday Pay Calculation

D5.1 Payment for any period of holiday is calculated by reference to an Operative's normal week's pay as defined in Sections 221 to 224 of the Employment Rights Act 1996.

When calculating holiday pay entitlement certain additional elements, as appropriate, should be included within the calculation. These may include some or all of the payments set out below:

- (a) Normal earnings shall include, where appropriate:
 - Basic rate of pay (37.5 hours) or whatever is stated in the Operative's Written Statement of Employment Particulars
 - Responsibility money
 - Regular bonus payments
 - Shift premium
 - Guaranteed overtime (contractual)
 - Normal non-guaranteed overtime
 - Consistent and regular voluntary overtime
 - Work-related travel payments
 - Commission
 - London weighting.
- (b) Currently, normal earnings do not include:
 - Ad hoc voluntary overtime
 - Ad hoc bonus payments
 - Lodging allowance.

D5.2 Operatives must be paid the equivalent of an average of their weekly normal earnings paid over the last 52 weeks (regardless of shift pattern) for at least the first 20 days of their holiday entitlement.

D5.3 The amount of holiday pay per week is calculated as follows:

$$\frac{\text{Total eligible earnings in the last 52 weeks}}{52}$$

Note: For detailed information on what comprises “the last 52 weeks” employers are advised to refer to Sections 221-224 of the Employment Rights Act and ACAS Guidance on Holiday and Holiday Pay. Where applicable, employers should look back up to 104 weeks to find eligible weeks to use in a calculation.



D6. Payment for Working on Annual Holiday

D6.1 Where an Operative is required to work during a period of agreed annual holiday, that Operative shall be entitled to premium payments as follows:

- (a) First Friday and Monday of the holiday – double time.
- (b) All other days – time plus one half.



D7. Holiday Carry Over

All holiday entitlement is to be taken during the Holiday Year (as defined in Rule D2) in which it arises.

Holiday carry over into the next Holiday Year is permitted on the following occasions;

- (a) Upon mutual agreement between employer and Operative.
- (b) Due to ill health (as detailed in D8).
- (c) Due to absence relating to maternity, paternity or family-related leave.
The Operative will be entitled to carry over 32 days into the next leave year, to be taken at a time when convenient to both the Operative and the employer.
- (d) When an Operative has been unable to take time (refused paid time off, or provided no reasonable opportunity to take time off).
- (e) If an Operative has not been informed that untaken leave must be used by the end of the leave year to prevent it from being lost.



D8. Operative Unable to Take Agreed Annual Holiday due to Ill Health

D8.1 An Operative will continue to accrue annual leave when absent because of ill health.

D8.2 The Operative will be entitled to carry over a maximum of 20 days from each leave year, to be taken at a time when convenient to both the Operative and the employer within 18 months.

D8.3 Alternatively, during a specified period of sickness absence, an Operative may request to be paid at the appropriate rate. Any requests for payment must be made in writing by the Operative.



D9. Identification and Payment of Public Holidays

D9.1 Normal pay at the appropriate SJIB Rate shall be paid for a maximum of eight public holidays per annum. These are:

- New Year's Day
- Good Friday or Easter Monday
- Spring Bank Holiday
- May Day
- Summer Bank Holiday
- Autumn Bank Holiday
- Christmas Day
- Boxing Day.

D9.2 While it is desirable that these holidays should generally conform to local custom, other mutually acceptable arrangements shall not be precluded.



D10. Special Arrangements for Public Holidays

- D10.1 When Christmas Day or New Year's Day falls on a Saturday or Sunday, the Monday following shall be treated as a public holiday.
- D910.2 When Boxing Day falls on a Saturday or Sunday, the Tuesday following shall be treated as a public holiday.
- D10.3 Operatives who are required to work over the Christmas and New Year period shall take, as holiday, the days worked at a later date agreed with the employer.



D11. Payment for Working Public Holidays

- D11.1 Payment for working on any public holiday, excluding Christmas and New Year, is time plus one half and a day off in lieu.
- D11.2 Operatives required to work on any one of the three designated public holidays over Christmas and New Year shall be paid as follows:
 - (a) Christmas Day – Double time plus a day off in lieu to be mutually agreed
 - (b) Boxing Day – Time plus one half of the appropriate hourly rate plus a day off in lieu to be mutually agreed
 - (c) New Year's Day – Time plus one half of the appropriate hourly rate plus a day off in lieu to be mutually agreed.



D12. Qualifying for Payment

- D12.1 In order to qualify for payment on any one of the eight public holidays, an Operative must work a full normal day on the working days preceding and following the holiday.
- D12.2 An Operative shall receive payment if, on one or both of the qualifying days, the Operative:
 - (a) Was absent through certified sickness (Self Certification or Statement of Fitness for Work)
 - (b) Was on a rest period for the day following continuous working all the previous night
 - (c) Was absent with the employer's permission.



D13. Periodic Return Fares

D13.1 Travelling fares only shall be paid to Operatives working away from home except in the case of Christmas Day and Boxing Day, which for the purpose of this Rule shall be regarded along with New Year's Day as one holiday (See Rule B.32).



D14. Operatives Leaving Employment

D14.1 Operatives will receive payment for any outstanding holidays on termination of employment.

D14.2 Where the proportion of holidays taken by an Operative exceeds their accrued holiday entitlement, the Operative, on termination of employment, will be required to reimburse their employer for the balance by means of a deduction from final earnings. In these circumstances, the employer will inform the Operative in writing of the amounts to be recovered before deduction.



D15. SJIB Holiday Pay Schemes

D15.1 The SJIB offers two methods by which employers may save for holiday pay. The object of these schemes is to assist employers in ensuring their Operatives receive appropriate periods of rest with pay. They are not a means by which Operatives can achieve extra pay if they do not take the prescribed holidays. The two methods are:

- The SJIB Holiday/Welfare Credit Scheme; or
- The SJIB Holiday with Pay Scheme.

D15.2 These schemes shall apply to all Technicians, Approved Electricians, Electricians, Labourers, Apprentices and Adult Trainees whose wages and working conditions are determined by the SJIB.

D15.3 Participation in these schemes is recommended for all employers registered as members of the SJIB who operate within the electrical contracting industry in Scotland.



D16. SJIB Holiday/Welfare Credit Scheme

D16.1 Under the provisions of this scheme the SJIB issues Holiday/Welfare Credits weekly in respect of each Operative covering:

- (a) 22 days of Annual Holiday
- (b) 5 days of Recognised Holiday (Christmas Day, Boxing Day, New Year's Day, 2nd January and Easter Monday).
- (c) Sickness, Accident and Group Life Insurance Benefits.
(Please also refer to Section E – SJIB Welfare Benefit Scheme)

Note: Rule D3.1 of the SJIB National Working Rules stipulates that Operatives are entitled to 32 days' holiday. For the remaining days of holiday not covered by the Holiday Credit Scheme, employers are obliged to pay in accordance with Rule D5, provided that the Operative was at work or available for work the day before and the day after the holiday (see Rules D12.1 and D12.2).

D16.2 Holiday Credits are not the property of the Operative. They are a means for the employer to accrue holiday pay for Operatives.

D16.3 The employer will complete a New Starts Report on behalf of each new Operative and is responsible for the purchase of and the value of Holiday Credits on behalf of each Operative.

D16.4 The full value of the Holiday Credits purchased (less an administration charge) shall be paid to the employer by the SJIB in March, June and December.

D16.5 Operatives should receive their holiday pay from their employer at the time of leave, rather than when the employer receives the holiday credit payment.



D17. SJIB Holiday with Pay Scheme

D17.1 Under the provisions of this scheme, the SJIB holds money deposited by employers covering the value of 32 days' holiday (24 days' Annual Holiday and eight days' public holiday).

D17.2 Employers who participate in the SJIB Holiday with Pay Scheme are required to purchase Welfare Credits for all their Operatives.

D17.3 Reimbursement of holiday pay (less an administration charge) from the Holiday with Pay Scheme will be made by the SJIB following verification by the employer. Payment will be made via the employer's bank account approximately one week prior to the holiday period.



D18. Employers' Weekly Contributions

D18.1 The SJIB shall determine the value of the weekly holiday credits/deposits. These shall be paid wholly by the employer in respect of each Operative covered by the Scheme.

D18.2 Employers must continue to purchase holiday credits/deposit holiday pay in respect of any whole calendar week during which an Operative is absent from work due to certified illness.



D19. Payment of Holiday Pay to Operatives

D19.1 The sum to be paid to the Operative shall be the equivalent of the total number of holidays as shown on the Operative's SJIB Holiday/Welfare Credits Scheme or the SJIB Holiday with Pay Scheme. The payment shall be made by the employer in whose employment the Operative is in at the dates of the holiday.

D19.2 In the event of the employer failing to fulfil this obligation, it shall be open to the Operative to report the matter to the SJIB.



D20. Payment of Holiday Credits of a Deceased Operative

D20.1 Any outstanding Holiday Credits will be paid to the employer. The employer shall be responsible for making any payments due to the beneficiary or beneficiaries of the deceased Operative.



D21. Administration of Schemes

- D21.1 Responsibility for interpretation and administration of the Schemes and for settlement of all questions arising out of the Schemes shall be vested in the SJIB.
- D21.2 All disputes arising out of this agreement shall be dealt with in accordance with the procedures laid down in the National Working Rules of the SJIB.
- D21.3 The Schemes may be varied or amended at any time by the SJIB.



The Scottish Joint Industry Board (SJIB) was founded in 1969 by SELECT and Unite the Union.

Its principal objectives are to regulate relations between employers and employees, provide benefits for people engaged in the industry in Scotland, stimulate and further the progress of the industry and regulate and control employment, the level of skill and proficiency, health and safety competence, wages and welfare benefits.

The main functions are the maintenance of the National Working Rules, the registration and licensing of apprentices, grading and registration of employees, the resolution of disputes and the provision of welfare benefits.



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