

Public Holidays - United Kingdom

Policy Number: HR-LOA-021 **Effective Date:** January 1, 2019 **Last Updated:** November 15, 2023 **Owner:** People Operations **Applies To:** All UK-based employees

Overview

NovaTech Solutions observes UK bank holidays for employees based in the United Kingdom. The London office is closed on these days.

2024 Bank Holiday Schedule

Holiday	Date	Day
New Year's Day	January 1, 2024	Monday
Good Friday	March 29, 2024	Friday
Easter Monday	April 1, 2024	Monday
Early May Bank Holiday	May 6, 2024	Monday
Spring Bank Holiday	May 27, 2024	Monday
Summer Bank Holiday	August 26, 2024	Monday
Christmas Day	December 25, 2024	Wednesday
Boxing Day	December 26, 2024	Thursday

Total: 8 bank holidays

Scotland Variations

Employees based in Scotland observe slightly different holidays: - **January 2** (2nd January) is an additional bank holiday - **St Andrew's Day** (November 30) may be observed instead of another bank holiday - Contact uk-hr@novatech.com to confirm your applicable schedule

Annual Leave Entitlement

UK employees receive 25 days of annual leave **in addition to** the 8 bank holidays, for a total of 33 days off per year.

Bank Holiday Pay

Full-Time Employees

- Receive normal pay for bank holidays
- Bank holidays are in addition to annual leave entitlement

Part-Time Employees

- Entitled to a pro-rata equivalent of 8 bank holidays (based on FTE)
- If a bank holiday falls on a non-working day, you'll receive time in lieu
- Example: 0.5 FTE = 4 days equivalent bank holiday entitlement

Example Calculation for Part-Time

If you work Monday-Wednesday (0.6 FTE): - 8 bank holidays \times 0.6 = 4.8 days entitlement - Bank holidays falling on your work days are taken as normal - If fewer than 4.8 fall on your days, the remainder is added to annual leave

Working on Bank Holidays

Some roles may require bank holiday coverage: - Customer Support maintains limited coverage on bank holidays - SRE teams maintain on-call coverage - Employees who work bank holidays receive a day in lieu

See On-Call Policy (IT-OPS-015) for coverage details.

Holiday Substitution

Employees may request to work on a bank holiday and take an alternative day off for religious or cultural observances. Requests should be made at least 2 weeks in advance through your manager.

Office Closure - Christmas Period

The London office operates at reduced capacity between Christmas and New Year's: - Core essential functions only - Employees wishing to take additional time off should use annual leave - Specific guidance provided each November

National Mourning / Special Bank Holidays

Additional bank holidays may be declared for events of national significance. In such cases: - NovaTech will observe the holiday - Communication will be sent company-wide - US and India offices operate normally unless otherwise specified

Upcoming 2025 Bank Holidays

The 2025 bank holiday schedule will be confirmed by October 2024 and published in Notion.

Contact

For questions about UK holidays, contact the UK HR team at uk-hr@novatech.com or the global People Operations team via #ask-hr on Slack.

Related Documents: Public Holidays - US (HR-LOA-020), Public Holidays - India (HR-LOA-022), Annual Leave Policy (HR-LOA-001), On-Call Policy (IT-OPS-015)