

Scottish Terms and Conditions Committee

Ref: STAC(TCS02)2025

30 May 2025

To: Directors of Human Resource:
NHS Boards and Special Health Boards,
NHS National Services Scotland (Common Services Agency), and
Healthcare Improvement Scotland.

CC: Chief Executives,
Directors of Finance,
Members, Scottish Partnership Forum
Members, Scottish Terms and Conditions Committee
Members, Scottish Workforce and Governance Committee

Dear Colleague

NHS SCOTLAND ANNUAL LEAVE POLICY FOR AGENDA FOR CHANGE STAFF

You will be aware that DL2024(07) has now been superseded by [PCS\(AFC\)2025/6](#). This revised guidance was agreed by STAC after it became apparent that the policy wording of the previous guidance was confusing in some circumstances. This letter supports the introduction of the new circular and seeks to confirm how NHS Boards and local staff side should deal with Annual Leave and Public Holidays during 2024/2025 where there was local disagreement on the spirit, intent and application of the circular.

For the period 2024/2025 it is confirmed that circular DL2024(07) should apply but in doing so this does not enable staff to accrue more leave (Annual and Public Holiday) hours than they are contractually entitled to. This means that for the leave period 2024/25 when deducting public holiday hours, if taken, the length of the shift (i.e. the number of paid hours off work) should be deducted from the staff member's allocation of public holiday hours. Where a staff member works a non-standard shift pattern, the number of public holidays which fall within that staff member's shift pattern may vary. For this reason, if a staff member does not use their full allocation of public holiday hours in a given year, the remainder should be added to their allocation of annual leave. Conversely, if the number of paid hours off work on public holidays in a given year exceeds a staff member's allocation of public holiday hours, the excess should be taken from their annual leave hours allocation.

Should there be a circumstance where a member of staff has inadvertently benefited from a misapplication of the spirit and intent of DL2024(07) there is no expectation that the additional benefit will be clawed back.

Yours sincerely



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STAC Management Side Co-Chair



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