

# Scottish Terms and Conditions Committee

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Ref: STAC(TCS03)2023

28 August 2023

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

## **EASTER PUBLIC HOLIDAY 2024**

We are writing to highlight the fact that the Easter weekend in 2024 straddles the transition in leave years between 2023-24 and 2024-25. Where some or all of the Easter Public Holiday occurs in March, paragraph 36 of NHS Scotland's Annual Leave Policy ([DL\(2017\)4](#)) should be applied. For ease of reference, the relevant section says:

36. There will be some years when more (or fewer) than 8 public holidays will fall within the leave year simply because holidays follow the calendar year e.g. Easter holidays (where designated as public holidays) can be in March or April. When this situation arises, these days should be taken from the following year's leave allocation.

Boards and staff will therefore wish to take note of these provisions and plan accordingly.

Yours sincerely



**Calum Campbell**  
Chief Executive  
NHS Lothian  
STAC Management Side Co-Chair



**Colin Poolman**  
Scotland Director  
Royal College of Nursing  
STAC Staff Side Co-Chair