

# Flexible bank holidays

The opportunity to exchange up to five UK bank holidays for other days in the year that you would prefer to take as holiday.

In scope - Good Friday, Easter Monday, two May bank holidays and the August bank holiday.

Out of scope - Christmas Day, Boxing Day and New Year's Day, days which are specific to your home nation or ad-hoc additional bank holidays.

## Who might this appeal to?

Those who would like to work on a bank holiday and instead take time off on a day that works better for them, e.g. birthday, religious event, cultural/community event, etc.

## Key information

- ✔ Research suggests that two thirds of employees would like to have flexible bank holidays with the expectation that they typically take them as holiday but use a couple each year at times better suited for them.
- ✔ Any changes will need to work for the business/the team and individual colleagues. Colleagues will need to discuss with their line manager what is possible for each change requested.
- ✔ This opportunity isn't available to colleagues who work in customer-facing businesses which are closed on bank holidays or those who already work on bank holidays as a normal working day, existing processes to resource to customer demand remain unchanged.

## Does it need line manager approval?

- ✔ Yes, as per usual practice the annual leave should be booked on Workday.
- ✔ Before line manager approval, the same consideration would be given to team workload as with any other holiday.
- ✔ For some teams, such as roles that need risk oversight to operate, this may not be feasible, e.g. front office GCT, markets.

With effect from	Available to	Capture on Workday
02 January 2024	See key information above	Yes