

Policy 6 Bank holidays

Owner: ILF Scotland

Subject: Bank/Public Holiday Costs

Version: 1.0

Last Amended:

Date Reviewed:

1.0 Background

It is quite common for care providers to ask for additional monies for support that is provided on a bank or public holiday. This is to cover extra wages required to secure care provision during unsocial hours.

2.0 Policy

ILFS can pay an additional amount for extra costs incurred for care provided on either a bank or public holiday provided this will not take package costs over the annual maximum sum limit (see ILF payments policy).

It is normal to see costs increase to time and a half or double time during such periods however this is only a guide and managers should use their discretion if costs higher than this are requested.

Local custom may dictate different or higher costs are met on days other than formally recognised bank holidays. If a user incurs such a cost, ILFS may cover this providing it is clear that all individuals in the local area would be charged the rate and not just the ILF user.

3.0 Procedure

Bank holiday costs may be included in a manner that best suits the user and their care package. This may mean that costs are requested as and when they occur or are included as an average within the weekly costs. If costs are included on a weekly basis this should be recorded to avoid any potential future double funding situations arising.

The onus of responsibility lies with the user to inform ILFS if extra monies are required for bank/public holidays unless an agreement has already been

made that ILFS will automatically include extra costs when a bank/public holiday occurs.

It will not be necessary for evidence to be obtained to prove the costs have been incurred, a telephone call, E-mail or written information will be sufficient unless the case-holder or manager has a reason to suspect some fraudulent activity or there are concerns that costs appear particularly high.

It should be remembered that bank/public holiday dates may vary by local practice.

4.0 Source

5.0 Cross References

Holiday entitlement policy

ILF Payment policy

6.0 History Date Reviewed

1 July 2015