



**PUBLIC HOLIDAY FOR THE FUNERAL OF HER  
MAJESTY QUEEN ELIZABETH II – MONDAY 19  
SEPTEMBER 2022**

1. The state funeral of Her Majesty Queen Elizabeth II will take place on Monday 19 September and this has been designated a Public Holiday.
2. This letter confirms that Monday 19 September will be a Public Holiday in NHS Scotland and that staff required to work that day will be eligible for the rates of pay and all other terms and conditions applicable on a designated Public Holiday.
3. Boards should manage the day in line with the letter issued by NHS Scotland Chief Operating Officer John Burns on 12 September, a copy of which is attached as an Annex for ease of reference.
4. In order to ensure that all staff receive an equal amount of time off, those Boards where Monday 19 September is already a Public Holiday should choose a date for a further Public Holiday in the 2022-23 leave year through local partnership structures.

**Action**

5. NHS Boards and Special Health Boards should apply the provision set out in this letter and communicate the position to staff and managers.

Yours sincerely

**LAURA ZEBALLOS**

Deputy Director  
Health Workforce Pay, Practice and Partnership Division

DL (2022) 31

13 September 2022

---

**Addresses**

For action:

Chief Executives, Directors of Human Resources and Directors of Finance, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)

For information:

Members, Scottish Partnership Forum, Scottish Terms and Conditions Committee and Scottish Workforce and Governance Group

---

Enquiries to:

Colin Cowie  
Scottish Government Health Directorates  
Health Workforce  
Ground Floor Rear  
St Andrew's House  
EDINBURGH EH1 3DG

E-mail:

[hwfpaytermsandconditions@gov.scot](mailto:hwfpaytermsandconditions@gov.scot)

NHSScotland Chief Operating Officer



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

T: 0131-244 2480  
E: John.burns@gov.scot

NHS Scotland Territorial Boards  
NHS Scotland National Boards

Copy to: IJB / HSCP's

Dear Colleague

## **Her Majesty The Queen: National Day of Mourning and State Funeral – 19 September 2022**

I am writing to you following confirmation of the death of Her Majesty The Queen.

Scottish Government Ministers have confirmed that there will be a period of mourning and that Monday 19 September 2022 will be the state funeral of Her Majesty the Queen, a national day of mourning and consequently this will be recognised as an exceptional bank holiday.

I am sure that all of us across NHSScotland recognise and respect the significance of Her Majesty's passing and will wish to mark it appropriately, making sure both staff and patients are supported. **I am therefore writing to set out that given the short period to plan for the bank holiday Boards have local discretion and flexibility to plan services while managing the impacts of the day.** In giving local flexibility please ensure that the following principles are incorporated into your planning:

### Planned care

Boards that have already planned for a local holiday on 19 September may have scaled back their level of service. For those Boards who do not have a local holiday that day scheduled appointments **should be maintained** as far as practicable based on patient choice and staffing resources to deliver services.

Patients with planned appointments that may be impacted should be informed in advance of any changes. However, **patients must not be disadvantaged** and any rescheduling must not be to the detriment of another patient with greater clinical need for treatment. In addition, if a patient refuses a reasonable offer for 19 September, this would **not** count towards their two reasonable offers of appointment.

You should ensure appropriate local communications are in place that direct patients to check their scheduled appointment.

### Primary Care

It has been agreed to award Health Boards an additional Public Holiday to General Practices in their areas. This may be on Monday 19 September or on a later date if observing that date

as a Public Holiday is considered more appropriate locally or if Monday 19 September is already a Public Holiday for General Practices in a particular area.

Health Boards should consult their Local Medical Committees about when to observe this additional Public Holiday and **communicate their agreed position to NHS24 by 17:00 Tuesday 13 September** to allow NHS24 to make any necessary arrangements in good time. Health Boards should also ensure that there is Executive level oversight of OOH services for whatever date is agreed.

Community pharmacies, dental and optometry practices may choose to observe the public holiday. In the case of community pharmacy this should **only be done in consultation and agreement with the relevant local Health Board**. Practices that close should be reminded about the importance of having appropriate messaging in place so that patients contacting the practice who need urgent or emergency care are signposted to NHS24.

Boards should consider a potential surge in demand for mental health services and changes to patients whose care may be destabilised by the death of Her Majesty The Queen.

### Vaccinations

Given the importance of the winter vaccination programmes Boards should continue with these clinics as far as practicable. This includes the impact of school closures on this day.

### Staff

Boards should respect the wishes of staff who choose to take the bank holiday to mark the occasion. As mentioned above, some areas of Scotland Health Boards have a local holiday on 19 September. The public holiday for the State Funeral of The Queen will take place instead of this planned local holiday. Boards should locally agree with staff the rescheduling of the unused holiday during the current financial year.

### Financial Implications

Staff required to work on 19 September will be eligible for the rates of pay and all other terms and conditions applicable on a designated Public Holiday. A DL will follow on this and we will work with NHS Directors of Finance to understand the cost implications of this additional bank holiday and the wider response.

### Communications

Boards should ensure staff, patients, and the public are made aware of any changes to services by utilising your patient communications, websites and on-site notices. National communications are being developed which will support local communication activities.

I will continue to work with you and your Boards as we support staff and patients through this period of national mourning following the death of Her Majesty the Queen.

Yours sincerely

**JOHN G BURNS**  
NHSScotland Chief Operating Officer