STATUTORY INSTRUMENTS

1964 No. 1384

WAGES COUNCILS

The Wages Regulation (Hat, Cap and Millinery) (Holidays) Order 1964

Made - - - - 31*st August* 1964
Coming into Operation 18*th September* 1964

Whereas the Minister of Labour (hereafter in this Order referred to as "the Minister") has received from the Hat, Cap and Millinery Wages Council (Great Britain) the wages regulation proposals set out in the Schedule hereto;

Now, therefore, the Minister, by virtue of the powers conferred on him by section 11 of the Wages Councils Act 1959(a), and of all other powers enabling him in that behalf, hereby makes the following Order:—

1. This Order may be cited as the Wages Regulation (Hat, Cap and Millinery) (Holidays) Order 1964.

2.—(1) In this Order the expression "the specified date" means the 18th September 1964, provided that where, as respects any worker who is paid wages at intervals not exceeding seven days, that date does not correspond with the beginning of the period for which the wages are paid, the expression "the specified date" means, as respects that worker, the beginning of the next such period following that date.

(2) The Interpretation Act 1889(b), shall apply to the interpretation of this Order as it applies to the interpretation of an Act of Parliament and as if this Order and the Orders hereby revoked were Acts of Parliament.

3. The wages regulation proposals set out in the Schedule hereto shall have effect as from the specified date and as from that date the Hat, Cap and Millinery Wages Council (England and Wales) Wages Regulation (Holidays) Order 1949(c) and the Hat, Cap and Millinery Wages Council (Scotland) Wages Regulation (Holidays) Order 1949(d), shall cease to have effect.

Signed by order of the Minister of Labour 31st August 1964.

W. S. I. Whitelaw,
Parliamentary Secretary,
Ministry of Labour.

SCHEDULE

The following holidays and holiday remuneration shall be substituted for the holidays and holiday remuneration set out in the Hat, Cap and Millinery Wages Council (England and Wales) Wages Regulation (Holidays) Order 1949 (Order H.M. (40)) and the Hat, Cap and Millinery Wages Council (Scotland) (Holidays) Order 1949 (Order H.M.S. (35)).

(a) 7 & 8 Eliz. 2. c. 69.
(b) 52 & 53 Vict. c. 63.
(c) S.I. 1949/1533 (1949 I, p. 4397).
(d) S.I. 1949/1645 (1949 I, p. 4409).

PART I

APPLICATION

1. This Schedule applies to every worker (other than a home-worker) for whom statutory minimum remuneration has been fixed.

PART II

CUSTOMARY HOLIDAYS

2.—(1) An employer shall allow to every worker in his employment to whom this Schedule applies a holiday (hereinafter referred to as a "customary holiday") in each year on the days specified in the following sub-paragraph provided that the worker has worked for the employer throughout the last working day on which work was available to him immediately preceding the customary holiday.

(2) The said customary holidays are:—

(*a*) in England and Wales—

(i) Christmas Day (or, if Christmas Day falls on a Sunday, such weekday as may be appointed by national proclamation, or, if none is so appointed, the next following Tuesday), Boxing Day, Good Friday, Easter Monday, Whit Monday and August Bank Holiday; or

(ii) in the case of each of the said days, a day substituted by the employer therefor, being a day recognised by local custom as a day of holiday in substitution for the said day;

1965/1270

(*b*) in Scotland—

(i) New Year's Day (or the following day if New Year's Day falls on a Sunday);

the local Spring holiday;

the local Autumn holiday:

Provided that, where in any establishment it is not the custom or practice to observe all or any of such days as holidays, another day or other days, not fewer in number, may, by agreement between the employer and the worker, be substituted therefor; and

(ii) three other days to be agreed between the employer and worker.

(3) Notwithstanding the preceding provisions of this paragraph, an employer may (except where in the case of a woman or young person such a requirement would be unlawful) require a worker who is otherwise entitled to any customary holiday under the foregoing provisions of this Schedule to work thereon, and, in lieu of any such holiday on which he so works, the worker shall be entitled to be allowed a day's holiday (hereinafter referred to as a "holiday in lieu of a customary holiday") on a weekday within the period of four weeks next ensuing.

(4) A worker who is required to work on a customary holiday shall be paid:—

(*a*) for all time worked thereon at the minimum rate then appropriate to the worker for work on a customary holiday; and

(*b*) in respect of the holiday in lieu of the customary holiday, holiday remuneration in accordance with paragraph 6.

PART III

ANNUAL HOLIDAY

3.—(1) In addition to the holidays specified in Part II of this Schedule an employer shall between the date on which this Schedule becomes effective and 30th September 1964, and in each succeeding year between 1st May and 30th September allow a holiday (hereinafter referred to as "an annual holiday") to every worker in his employment to whom this Schedule applies who has been employed by him during the 12 months immediately preceding the commencement of the holiday season for any one of the periods of employment (calculated in accordance with the provisions of paragraph 11) set out in the appropriate Column of the Table below and the duration of the annual holiday shall in the case of each such worker be related to that period as follows:—

Workers with a normal working week of 6 days

Period of employment	Duration of annual holiday
Not less than 48 weeks	12 days
44 but less than 48 weeks	11 "
40 " " 44 "	10 "
36 " " 40 "	9 "
32 " " 36 "	8 "
28 " " 32 "	7 "
24 " " 28 "	6 "
20 " " 24 "	5 "
16 " " 20 "	4 "
12 " " 16 "	3 "
8 " " 12 "	2 "
4 " " 8 "	1 day

Workers with a normal working week of 5 days or less

Period of employment	Duration of annual holiday
Not less than 48 weeks	10 days
43 but less than 48 weeks	9 "
38 " " 43 "	8 "
33 " " 38 "	7 "
28 " " 33 "	6 "
24 " " 28 "	5 "
19 " " 24 "	4 "
14 " " 19 "	3 "
9 " " 14 "	2 "
4 " " 9 "	1 day

(2) Notwithstanding the provisions of the last foregoing sub-paragraph—

(*a*) the number of days of annual holiday to which a worker is entitled in any holiday season shall not exceed in the aggregate twice the period constituting the worker's normal working week ;

(*b*) where in any year a worker does not wish to take his annual holiday or part thereof during the current holiday season and, before the expiration of such holiday season, enters into an agreement in writing with his employer that the annual holiday or part thereof shall be allowed after the expiration of the current holiday season but before the commencement of the next following holiday season, then any day or days of annual holiday so allowed shall be treated as having been allowed during the current holiday season ;

(*c*) the duration of a worker's annual holiday during the holiday season ending on 30th September 1964, shall be reduced by any days of annual holiday duly allowed to him by the employer under the provisions of Order H.M. (40) or of Order H.M.S. (35) between 1st May 1964, and the date on which this Schedule becomes effective.

(3) In this Schedule the expression " holiday season " means in relation to an annual holiday during the year 1964, the period commencing on 1st May 1964, and ending on 30th September 1964, and in relation to each subsequent year, the period commencing on 1st May and ending on 30th September in that year.

4. An annual holiday under this Schedule shall be allowed on consecutive working days and days of holiday shall be treated as consecutive notwithstanding that a Sunday or a customary holiday or a holiday in lieu of a customary holiday intervenes:

Provided that—

(1) where the duration of an annual holiday to which a worker is entitled exceeds the period constituting the worker's normal working week, the said holiday may be allowed in two separate periods of such consecutive working days one of which shall be not less than the period of his normal working week ;

(2) one day of the annual holiday may be allowed on a non-consecutive working day (other than the worker's weekly short day) falling within the holiday season (or after the holiday season in the circumstances specified in sub-paragraph (2)(*b*) of paragraph 3) where the said annual holiday or, as the case may be, such separate period, is allowed immediately after a customary holiday or so that such a holiday intervenes.

5. An employer shall give to a worker reasonable notice of the commencing date or dates and of the duration of his annual holiday. Such notice may be given individually to the worker or by the posting of a notice in the place where the worker is employed.

PART IV

HOLIDAY REMUNERATION

CUSTOMARY HOLIDAYS

6.—(1) For each day of holiday (including a holiday falling on a Saturday) to which a worker is entitled under Part II of this Schedule he shall be paid by the employer holiday remuneration equal to the appropriate statutory minimum remuneration to which he would have been entitled as a time worker if the day had not been a day of holiday and he had been employed on work to which statutory minimum remuneration applies:—

(*a*) in the case of a worker normally employed for more than 30 hours a week, for 8¼ hours, or

(*b*) in the case of a worker normally employed for 30 hours a week or less, for 4½ hours.

(2) Where a worker normally works in the week on every weekday except Saturday, he shall be paid in respect of any Saturday on which he would have been entitled to a holiday under Part II of this Schedule if it had been a day on which he normally worked, a sum equivalent to the holiday remuneration he would have been entitled to receive had he been allowed a holiday on that day.

(3) The holiday remuneration in respect of any customary holiday shall be paid by the employer to the worker on the pay day on which the wages for the pay week including the holiday are paid.

(4) The holiday remuneration in respect of any holiday in lieu of a customary holiday shall be paid on the pay day on which the wages for the week including that holiday in lieu are paid : Provided that the said payment shall be made immediately upon the termination of the worker's employment in the case where he ceases to be employed before being allowed such holiday in lieu of a customary holiday.

ANNUAL HOLIDAY

7.—(1) Subject to the provisions of paragraph 10, a worker entitled to be allowed an annual holiday under this Schedule shall be paid by his employer in respect thereof, on the last pay day preceding such annual holiday, remuneration in accordance with the following Table:—

TABLE OF HOLIDAY REMUNERATION

Column 1 Period of annual holiday	Column 2 Holiday remuneration for workers with a normal working week of:—			Column 3 Holiday remuneration for full normal working week
	Six days	Five days	Four days or less	
12 days	Twice the amount in Col. 3	—	—	The amount which the worker would be entitled to receive from his employer, at the date of the holiday, for a week's work, if working his normal working week, and the number of daily hours usually worked by him (exclusive of overtime) and if paid at the appropriate rate of statutory minimum remuneration for time work, fixed by a wages regulation order in respect of the worker, for work to which that order applies and at the same rate for work (if any) to which that order does not apply.
11 „	One and five-sixths times the amount in Col. 3	—	—	
10 „	One and two-thirds times the amount in Col. 3	Twice the amount in Col. 3	—	
9 „	One and one-half times the amount in Col. 3	One and four-fifths times the amount in Col. 3	—	
8 „	One and one-third times the amount in Col. 3	One and three-fifths times the amount in Col. 3	Twice the amount in Col. 3	
7 „	One and one-sixth times the amount in Col. 3	One and two-fifths times the amount in Col. 3	One and three-quarters times the amount in Col. 3	
6 „	The amount in Col. 3 ...	One and one-fifth times the amount in Col. 3	One and one-half times the amount in Col. 3	
5 „	Five-sixths of the amount in Col. 3	The amount in Col. 3 ...	One and one-quarter times the amount in Col. 3	
4 „	Two-thirds of the amount in Col. 3	Four-fifths of the amount in Col. 3	The amount in Col. 3	
3 „	One-half of the amount in Col. 3	Three-fifths of the amount in Col. 3	Three-quarters of the amount in Col. 3	
2 „	One-third of the amount in Col. 3	Two-fifths of the amount in Col. 3	One-half of the amount in Col. 3	
1 day	One-sixth of the amount in Col. 3	One-fifth of the amount in Col. 3	One-quarter of the amount in Col. 3	

(2) In the application of the provisions of the foregoing Table to the case of a piece worker the appropriate rate of statutory minimum remuneration for time work is the appropriate minimum rate that would have been applicable to him if he had been employed as a time worker.

(3) Where under the provisions of paragraph 4 an annual holiday is taken in more than one period, the holiday remuneration shall be apportioned accordingly.

8. Where any accrued holiday remuneration has been paid by the employer to the worker (in accordance with paragraph 9 of this Schedule or under the provisions of Order H.M.(40) or Order H.M.S.(35)) in respect of employment during any of the periods referred to in that paragraph or those Orders, the amount of holiday remuneration payable by the employer in respect of any annual holiday for which the worker has qualified by reason of employment during the said period shall be reduced by the amount of the said accrued holiday remuneration unless that remuneration has been deducted from a previous payment of holiday remuneration made under the provisions of this Schedule or of Order H.M.(40) or Order H.M.S.(35).

ACCRUED HOLIDAY REMUNERATION PAYABLE ON TERMINATION OF EMPLOYMENT

9.—(1) Where a worker ceases to be employed by an employer after the provisions of this Schedule become effective, the employer shall, immediately on the termination of the employment, pay to the worker accrued holiday remuneration in accordance with this paragraph.

(2) Accrued holiday remuneration shall be payable in accordance with the following Table if the worker has in the 12 months commencing on 1st May 1963, and thereafter in any period of 12 months commencing on 1st May been employed for any of the periods of employment specified in that Table.

(3) Accrued holiday remuneration is not payable in respect of any period of employment for which the worker has been allowed or become entitled to be allowed an annual holiday under this Schedule.

(4) Where a worker has been allowed in a holiday season part only of the annual holiday for which he has qualified under this Schedule or under Order H.M.(40) or Order H.M.S.(35) and his employment is terminated before he becomes entitled to the rest of that holiday the accrued holiday remuneration payable shall be the appropriate amount under the following Table in respect of the qualifying period of employment less the amount received by the worker in respect of that part of the holiday which has been allowed.

TABLE OF ACCRUED HOLIDAY REMUNERATION

Column 1 Workers with a normal working week of 6 days		Column 2 Workers with a normal working week of 5 days or less		Column 3
Period of employment	Accrued holiday remuneration	Period of employment	Accrued holiday remuneration	
After 48 weeks' employment calculated in accordance with the provisions of paragraph 10.	Twice the amount in Col. 3	After 48 weeks' employment calculated in accordance with the provisions of paragraph 10.	Twice the amount in Col. 3	The amount which the worker would be entitled to receive from his employer, at the date of the termination of his employment, for a week's work, if working his normal working week and the number of daily hours usually worked by him (exclusive of overtime) and if paid at the appropriate rate of statutory minimum remuneration for time work, fixed by a wages regulation order in respect of the worker, for work to which that order applies and at the same rate for work (if any) to which that order does not apply.
After 44 weeks' such employment.	One and five-sixths times the amount in Col. 3	After 43 weeks' such employment.	One and four-fifths times the amount in Col. 3	
After 40 weeks' such employment.	One and two-thirds times the amount in Col. 3	After 38 weeks' such employment.	One and three-fifths times the amount in Col. 3	
After 36 weeks' such employment.	One and one-half times the amount in Col. 3	After 33 weeks' such employment.	One and two-fifths times the amount in Col. 3	
After 32 weeks' such employment.	One and one-third times the amount in Col. 3	After 28 weeks' such employment.	One and one-fifth times the amount in Col. 3	
After 28 weeks' such employment.	One and one-sixth times the amount in Col. 3	After 24 weeks' such employment.	The amount in Col. 3	
After 24 weeks' such employment.	The amount in Col. 3	After 19 weeks' such employment.	Four-fifths of the amount in Col. 3	
After 20 weeks' such employment.	Five-sixths of the amount in Col. 3	After 14 weeks' such employment.	Three-fifths of the amount in Col. 3	
After 16 weeks' such employment.	Two-thirds of the amount in Col. 3	After 9 weeks' such employment.	Two-fifths of the amount in Col. 3	
After 12 weeks' such employment.	One-half of the amount in Col. 3	After 4 weeks' such employment.	One-fifth of the amount in Col. 3	
After 8 weeks' such employment.	One-third of the amount in Col. 3	—	—	
After 4 weeks' such employment.	One-sixth of the amount in Col. 3	—	—	

(5) In the application of the provisions of the foregoing Table to the case of a piece worker the appropriate rate of statutory minimum remuneration for time work is the appropriate minimum rate that would have been applicable to him if he had been employed as a time worker.

PART V

GENERAL

10. For the purposes of calculating any period of employment entitling a worker to an annual holiday or to any accrued holiday remuneration under this Schedule, the worker shall be treated :—

(1) as if he were employed for a week in respect of any week in which—

(*a*) he has worked for the employer for not less than 16 hours and has performed some work to which statutory minimum remuneration applies ; or

(*b*) he has been absent throughout the week by reason of proved illness or accident (provided that the number of weeks which may be treated as weeks of employment for such reason shall not exceed 16 in any such period as aforesaid) ; or

(*c*) he has been suspended throughout the week owing to shortage of work (provided that the number of weeks which may be treated as weeks of employment for such reason shall not exceed 16 in any such period as aforesaid) ; and

(2) as if he were employed on any day of holiday allowed under the provisions of this Schedule, and for the purposes of sub-paragraph (1) of this paragraph, a worker who is absent on such a holiday shall be treated as having worked thereon for the employer on work to which statutory minimum remuneration applies (*a*) where the holiday is a customary holiday, or a holiday in lieu of a customary holiday, for 8¼ hours if the worker is normally employed for more than 30 hours a week or for 4¼ hours if he is normally employed for 30 hours a week or less, or (*b*) where the holiday is a day of annual holiday, for the number of hours ordinarily worked by him on that day of the week.

11. Where any day of holiday allowed to any worker under this Schedule falls upon a day of holiday or half-holiday to which the worker may be entitled under any enactment other than the Wages Councils Act 1959, that holiday or half-holiday shall be treated as part of the holiday allowed under this Schedule.

12. In this Schedule, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them, that is to say :—

" NORMAL WORKING WEEK " means the number of days on which it has been usual for the worker to work in a week in the employment of the employer in the 12 months immediately preceding the commencement of the holiday season, or where under paragraph 9 accrued holiday remuneration is payable on the termination of the employment, in the 12 months immediately preceding the date of the termination of the employment :

Provided that—

(1) part of a day shall count as a day ;

(2) no account shall be taken of any week in which the worker did not perform any work for which statutory minimum remuneration has been fixed.

" STATUTORY MINIMUM REMUNERATION " means minimum remuneration (other than holiday remuneration) which has been fixed by a wages regulation order made by the Minister to give effect to proposals submitted to him by the Council.

" WEEK " means " pay week ".

13. The provisions of this Schedule are without prejudice to any agreement for the allowance of any further holidays with pay or for the payment of additional holiday remuneration.

EXPLANATORY NOTE

(This Note is not part of the Order, but is intended to indicate its general purport.)

This Order, which has effect from 18th September 1964, sets out the holidays to be allowed and the holiday remuneration payable to workers (other than homeworkers) in relation to whom the Hat, Cap and Millinery Wages Council (Great Britain) operates.

It also revokes the Hat, Cap and Millinery Wages Council (England and Wales) Wages Regulation (Holidays) Order 1949 (Order H.M. (40)) and the Hat, Cap and Millinery Wages Council (Scotland) Wages Regulation (Holidays) Order 1949 (Order H.M.S. (35)), Orders made to give effect to proposals submitted to the Minister by the Hat, Cap and Millinery Wages Council (England and Wales) and the Hat, Cap and Millinery Wages Council (Scotland) which Councils were abolished on 1st March 1963.