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**MOPI
SuperValu Stores**

CHRISTMAS TRADING ARRANGEMENTS 2021

1. **Day off rota** will not be suspended Christmas week, commencing Monday 20th December (5 trading days prior to Christmas Day). Overtime payments for working your day off will be 2T.

For Main SuperValu Stores, no late-night trading Christmas Eve. Doors will be closed to customers at 6pm. Select stores will open until 8pm. Volunteers will be sought to work from 5.15pm onwards. However, where colleagues wish to finish work at 5.15pm this will be facilitated. No undue pressure will be placed on colleagues to remain at work after 5.15 pm.

2. For "A" Contract holders, Christmas Day is falling on a Saturday in December this year, therefore the 25th December BH day will be taken on this date. As the 26th is a Sunday this year, 'A' Contracts will have their public holiday entitlement transferred to their next working day, the 28th December. The following will be classified as days off. The 27th December 2021, (27th is a day's annual leave/working, is on a voluntary basis for A contracts). A contracts who work on 27th December are entitled to double time. Usual Sunday premium of double time for 'A' contracts applies if working on Sunday 26th.

3. ***Sunday Trading in December (Prior to the 25th December)***

There are three working Sundays this year. The Christmas Sundays this year are, 5th, 12th and 19th of December.

Sunday working is voluntary except for those employed after the 16th March 1999 on C contracts.

From Sunday 5th of December all A, old B and old C contracts that work the Sundays in December will be paid treble time. New B and new C contracts will be paid at double time.

All Sunday Christmas trading will be distributed on an equitable basis. Due consideration will be given to colleagues who have existing established working patterns e.g. working Sundays all year round in line with their normal pattern.

Sunday working behind closed doors will be paid at 2T.



4. Overtime payments (All A, old B and old C contracts only)

- Week commencing Wednesday 1st December until the close of business Saturday 18th December 2021 inclusive:
 - All overtime in Non-Trading hours up to 9.00pm will be at 1.5T.
 - Overtime after 9.00pm will be at 2T.
 - Overtime worked during TRADING HOURS up to 6.00pm on day off will be paid at 1.5T for first three hours, 2T thereafter.
 - All late-night payments i.e. 6.00pm to 9.00pm will be at 2T where appropriate.
 - On the seven trading days prior to Christmas Day i.e. from Saturday 18th December to closing time on Friday 24th December, all overtime will be at the rate of 2T.
 - These rates do not include Sundays as they are dealt with in point 3 above.

5. Temporary all-night working may operate from 1st December 2021 and will be paid at 2T. Night working must be on a full-time basis i.e. full 8 hour shifts on a weekly basis.

6. No temporary or pro rata colleague will be employed in preference to permanent full-time colleague.

7. The company agrees that there will be fair and equitable distribution of overtime between colleagues during the Christmas period.

8. Due to Covid-19 guidelines that we are still navigating through to ensure the health and safety of our colleagues and customers, there will be a requirement for extended trading hours in some of our stores. The list of stores and extended trading hours are as yet to be confirmed as we are currently in the planning stage. If these hours are outside of colleague contracts of employment, volunteers will be sought and an overtime payment as per the colleague contract will be paid if working outside their contracted hours of work.

9. Christmas Day – Saturday 25th December 2021

Colleagues normally rostered to work on Saturday 25th December will receive their statutory public holiday entitlement equal to a day's paid leave.

Colleagues not normally rostered to work on Saturday 25th will have the public holiday transferred to their next normal working day.



10. St Stephens Day – Sunday 26th December 2021

Colleagues normally rostered to work on Sunday 26th December will receive their statutory public holiday entitlement equal to a day's paid leave.

Colleagues not normally rostered to work on Sunday will have the public holiday transferred to the next available working day.

We will be seeking a limited number of Management and colleagues to work on the 26th, but we will keep the numbers of colleagues required to a minimum. In order to staff these stores, we will initially be asking for colleagues in these stores to volunteer to work the day. However, where volunteers are not forthcoming the Company will have no option but to roster colleagues for that day (as per existing Christmas document).

Where a colleague is contractually obliged to work and is rostered to work the public holiday they will be paid the appropriate rate for a public holiday and will receive their statutory entitlement.

The opening hours for the stores for St Stephens Day will be confirmed in due course (but no later than mid- November) there may be a reduction or increase in trading hours on the day for some stores but not greater than +/- 1 hour.

Stores opening 26th December 2021:

| | |
|-----------------------|--------------------|
| Walkinstown | Charlesland |
| Ballinteer | Rathborne |
| Bray | HSQ |
| Blanchardstown | Ranelagh |
| Sundrive | Rathgar |
| Waterford | Tyrellstown |
| Sutton | Limerick |
| Knocklyon | Finglas |
| Blackrock | |
| Swords | |
| Lucan | |



10. Monday 27th December

A Contract's

- For A contracts working on this day is on a strictly voluntary basis. A Contracts that opt to work must get paid at double time and the days leave will remain on their balance to be taken at a later stage.

- **Monday 27th December**

B & C Contracts

- B & C contracts holders may be required to work on the 27th as this is not a designated day off. In such circumstances the day will remain on the holiday balance if required to work.

Tuesday 28th December

A & B Contracts

- Tuesday 28th December will be a paid day off in respect of the Public Holiday entitlement for the 26th December.

Tuesday 28th December

C Contracts, Normal working day

11. New Year's Day – Saturday 1st January 2022

Colleagues that are contractually obliged to work will receive their normal public holiday premium for working their day in addition to their statutory entitlement.

Please note: Colleagues that do not work on that day will receive their statutory entitlement. The public holiday entitlement for Saturday 1st January will be transferred to the next available working day for colleagues that do not normally work on Saturdays.

12. Temporary Night Crew Colleague (colleague who transfer from days to nights for the Christmas period):

1. Temporary all-night working may operate from Wednesday 1st December 2021 and will be paid at double time. Night working must be on a full-time basis i.e. full 8 hour shifts on a weekly basis.
2. Where an expanded night shift operation is required over the Christmas period, the company will give former night shift colleagues the option to transfer to the night shift in line with our Christmas Trading Agreement. The following terms will apply.
3. The post will be advertised in the normal manner and as per point 1 above.
4. Stores will be informed in due course where temporary night shifts will take place