



Annual Leave Policy

1. Annual Leave Entitlement

The Council takes a positive view on work/life balance issues and believes that employees should take responsibility for regularly taking annual leave to ensure their own health, safety and wellbeing.

The annual leave year is from 1 April to 31 March.

The minimum paid annual leave entitlement is 21 days, rising to 25 days after five years' continual local government service. For clarification, if an employee has transferred from another Council, the date the employee commenced their previous employment will be used for the purpose of calculation annual leave entitlement.

Employees are entitled to two extra statutory holidays per year, the timing of these will be decided by Council. Part-time employees will be entitled to leave on a pro-rata basis.

Employees who join and/or leave the Council during the annual leave year will receive a holiday entitlement proportionate to their completed service within the leave year.

In the event of an employee leaving the Council, any excess leave taken above their entitlement will be deducted from their final wage payment, any leave entitlement not taken will be paid in their final salary.

2. Bank/Public Holidays

All employees are entitled to be paid for bank and public holiday.

The Council currently recognises eight bank holidays during the year, these are:

- New Year's Day
- Good Friday
- Easter Monday
- May Day
- Whit Monday
- August Bank Holiday
- Christmas Day
- Boxing Day

Part-time employees have a pro-rate entitlement to bank/public holiday leave.

3. Carry Over of Annual Leave

All annual leave should be taken during the year that it is accrued.

In exceptional circumstances – some leave may be carried over to the next leave year with the written permission of the Chairman of the Staffing Committee.

4. Timing of Annual Leave

Requests for annual leave should generally not be made more than 12 months in advance of the planned leave.

The maximum single period of leave, under normal circumstances will be two weeks, longer periods of leave will be considered.

To reduce the operational impact on the Town Council, single days' annual leave should be kept to a minimum.

Annual leave should be planned over the year and not 'saved' until the end of the financial year.

The Council (in some years) may require employees to retain annual leave for use during a period of Council/office closure e.g. Christmas period. Employees will be notified at the start of the leave year of any closure periods. The maximum number of days an employee may be asked to retain is five.

Every effort will be made to accommodate requests for annual leave. All annual leave must be approved by the Town Clerk.

Where multiple requests are received for leave for employees working in the same areas, it may not be possible to approve all requests. In such circumstances, approval will be granted on when the request was received. In subsequent years where employees request the same period a rota arrangement will be applied.

The operational needs of the Council will be given priority over any annual leave requests.

Any amendments to annual leave will need to be resubmitted to the Town Clerk for approval.

5. Unapproved Leave

Any leave taken without the prior approval of the Town Clerk will be classified as unauthorised. This may result in disciplinary action being taken, and pay being withheld, subject to the outcome of the disciplinary action.

6. Procedure for Requesting/Approval for Annual Leave

All requests for annual leave should be submitted to the Town Clerk using the Annual Leave Request Form.

The needs of the Council must be taken in to consideration prior to any annual leave being approved.

Employees should not commit themselves to leave plans, prior to the request for annual leave being approved. The Council will not accept any responsibility for loss of deposits.

If leave is refused the Town Clerk will notify staff as soon as possible, but no later than 7 days.

Approved annual leave should be reported to the Finance Officer, to enable the dates to be recorded in the payroll package.

7. Disputes

If an employee wishes to make a complaint, regarding the implementation of the policy, they should follow the Council's Grievance Procedure.