



# ANNUAL LEAVE POLICY

## ANNUAL LEAVE ENTITLEMENT

Your paid leave entitlement is set out in your contract of employment. The basic leave entitlement for a full-time member of staff is 23 days per annum in addition to statutory bank holidays. Part time employees receive a pro-rata entitlement according to their hours of work. Staff receive an additional 3 days extra statutory entitlement after 5 years of continuous service with a maximum amount accrued of 25 days in total. Employees shall have an entitlement to 2 extra statutory days holiday, the timing of which shall be determined by the authority in consultation with the recognised Trade Unions with a view to reaching agreement or added to annual leave by local agreement.

## WORKING PART-TIME

If your entitlement to Bank Holidays exceeds the number of days that fall on your normal working days (typically because you don't work on Mondays) you will be able to take the excess as leave. If your entitlement to Bank holidays is less than the number of Bank Holidays that fall on your normal working days, (typically because your normal working days include Mondays) then you can make up the difference by using your leave entitlement. With agreement from your Line Manager, you may be able to work additional hours to make up for the deficit or take unpaid leave.

## LEAVE YEAR

The leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. It is your responsibility to manage your leave in such a way that you can take it all during the leave year. Your annual leave entitlement will be pro-rata in your first and last year of employment with the Council.

## CARRY OVER LEAVE

Where it has not been possible to take all your leave in the current leave year, you will be permitted to carry forward up to 5 days leave for full time staff, for part time people your pro-rated weekly contracted hours.

**As of 31<sup>st</sup> October 2028 you will only be able to carry over the equivalent hours of your working week into the following financial year. As an example, if you work full time (37 hours a week) you will be able to carry over 5 days. If you work part time, for example, 15 hours a week, you will only be able to carry over 15 hours into the next financial year. Any leave not used up by this date will be lost.**

## REQUESTING LEAVE

You should request leave from your Line Manager with as much notice as possible. This will allow the Council to plan workloads. Before granting leave we will consider;

- The Team's workload
- The need for office or team cover, and,
- Whether the other staff have or are likely to ask for the same time off (e.g. a popular holiday times)

The Council will balance your needs against the needs of the other staff before agreeing to leave. If you take leave without such permission, it will be treated as unauthorised absence and dealt with under the Disciplinary Procedure.

### **SICKNESS DURING LEAVE**

If you become ill during a period of paid annual leave, you must comply with the requirements of the sickness reporting and certification procedure, if you wish to have this sickness period discounted from the period of paid leave taken. It is important that you contact your Line Manager, on the first day of sickness and keep the Council up to date during the period of sickness.

### **PAYMENT OF ANNUAL LEAVE**

The Council does not offer payment in lieu of leave entitlement unless you are leaving the Council and have not taken leave entitlement that you have accrued at the time of leaving.

### **PAYMENT IN LIEU**

If you leave during the course of a leave year and cannot take any outstanding accrued leave before your last day, you will receive payment in lieu of any outstanding accrued leave. In such a case, a calculation will be made of the amount of paid leave due to you, on a pro rata basis, for that part of the leave year up to the date of termination of the contract. Holiday pay will be based on your current rate of pay including any authorised additional hours.

If, however, you have taken more paid leave than is due by this calculation, then a deduction will be made from your salary payments for an amount at your basic daily rate for the days in question. Such a deduction will be deemed to be a contractually authorised deduction.

**This policy has been approved & authorised by:**

**Name:** Susan Cutler  
**Position:** Town Clerk & Chief Executive  
**Date:**  
**Signature:**