

Creech St Michael Parish Council

Policy Title	Annual Leave Policy
Applies to	All Employees
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Author	Clerk and RFO
Review Cycle	2 Years
Review Dates	Annual Leave Policy



1.0 Introduction

Creech St Michael Parish Council is committed to helping its employees to achieve a positive work-life balance. This policy aims to ensure employees take regular breaks from their employment in the form of paid annual leave to ensure that balance is achieved.

Employees are expected to take their full leave entitlement each year to ensure they have regular breaks from the workplace. To help achieve this, the Parish Council and its employees are advised to ensure the following guidance is followed.

- Leave should be taken at regular points throughout the year.
- Wherever possible, a request for leave should be submitted with at least two weeks notice of the period of leave.
- Under normal circumstances, leave requests will be approved where they have been submitted in line with this policy.
- Where operational pressures exist, a leave request may be refused or asked to be amended.

2.0 Leave Year

The annual leave year runs from 1st April to 31st March.

3.0 Annual Leave Entitlement

The calculation of annual leave commences from the first day of employment. Employees are entitled, in addition to the normal bank and public holidays, to 20 working days' leave in each leave year (pro rata for part time employees).

Annual leave entitlement will increase to 21 working days per year (pro rata for part time employees) when the employee has five years' continuous service immediately prior to the commencement of the leave year.

If employment commenced or terminates part way through the leave year, leave entitlement will be calculated on a pro rata basis.

In the event of the employee ceasing their employment with the Parish Council, any leave which has been taken but not 'earned' will normally be deducted from the final wage payment.

4.0 Public Holidays

Employees shall, irrespective of length of service, be entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur.

5.0 Carrying Forward Annual Leave

All leave should be taken within the current leave year. However, subject to prior approval from the Clerk and RFO or the Chair of the Parish Council's Staffing Committee, an employee may

carry forward up to one week's unused leave into the following holiday year, if the employee has been prevented from taking leave in the relevant holiday year by one of the following: a period of sickness absence or statutory maternity leave, paternity, adoption, parental or shared parental leave.

In cases of sickness absence, carry-over is limited to statutory holiday per year less any leave taken during the leave year that has just ended. Any such carried over holiday which is not taken within 15 months of the end of the relevant holiday year will be lost.

Employees cannot carry over a negative leave balance to the following year. For example, an employee cannot borrow leave from the next leave year to make up for having taken too much leave in the current one.

6.0 Sickness Absence During Annual Leave

If an employee is subject to illness or incapacitation while on annual leave, the employee can reclaim the time "lost" with the agreement of their line manager or the Chair of the Staffing Committee. The employee must submit a self certification form and/or medical fit notes to cover the duration of the sickness absence.

7.0 Requesting Annual Leave

At least two weeks' notice of annual leave is required and may only be taken through arrangements made and agreed with the Clerk and RFO or the Chair of the Staffing Committee. In very exceptional circumstances and at the discretion of the Chair of the Staffing Committee, the notice period may be waived.

Annual leave should be requested via email to the Clerk and RFO or the Chair of the Staffing Committee. Leave should not be taken until approval has been confirmed.

Normally not more than 10 days leave may be taken consecutively. Leave of more than 10 consecutive days requires sanction from the Staffing committee. A written request should be submitted to the Clerk and RFO who will seek approval.

Additional annual leave with or without pay may be granted in special circumstances at the discretion of the Staffing Committee. A written request should be submitted to the Clerk who will seek approval.

8.0 Recording Annual Leave

The Clerk and RFO will maintain a record of annual leave entitlement for each employee and the agreed dates and number of days or hours taken during the year.

