

[illegible]

## **BOURTON ON THE WATER PARISH COUNCIL**

### **ANNUAL LEAVE POLICY**

The following policy lays out the mechanism for calculating annual leave.

For the purposes of entitlements to annual leave, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

#### **Full time employees**

1. Full time is defined as 5 working days per week with a total of 37 working hours.
2. In addition to the normal bank and public holidays, the employee is entitled to annual leave entitlement in accordance with their contract of employment.
3. Holiday entitlement will be calculated using the government holiday entitlement calculator, <https://www.gov.uk/calculate-your-holiday-entitlement>.
4. If the employment commenced or terminated part way through the leave year, the leave entitlement will be calculated on a pro rata basis. Deductions from the employee's final salary payment will be made for any leave taken in excess of their entitlement.
5. Holiday leave must be signed off by the Chairman or Vice-Chairman of the Council for the Clerk/RFO. Other staff holidays should be signed off by Clerk/RFO who is their line manager. The staff holiday year ends on 31<sup>st</sup> December each year, and all holiday entitlement should be used by this date. Under extreme circumstances, and subject to prior agreement by Council, a maximum of 3 days may be held over until the end of the following January. Payment in lieu will not be granted. Any held-over leave not taken before the end of January will automatically be forfeited.
6. Compassionate leave will be granted at the discretion of the Council in each instance.
7. In addition to holiday entitlement the Council may offer time off in lieu (TOIL) if an individual has agreed to work above their contracted hours. As with the taking of holiday entitlement, prior approval must be given by the Chairman or Vice-Chairman, or the Clerk/RFO, to take time off work and records must be kept with respect to the granting and taking of TOIL.

#### **Part time employees**

For part-time employees their entitlement will be the same as that for full time employees. Irrespective of which days of the week the employee works, they will still be entitled to the same pro-rata allocation of paid holiday days. The entitlement will be adjusted accordingly if the Bank Holiday falls on a non-working day.