ANNUAL LEAVE POLICY

V1.0

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AYTHORPE RODING PARISH COUNCIL ANNUAL LEAVE POLICY

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Annual leave entitlement

Your paid leave entitlement is set out in your contract of employment. The basic leave entitlement for a full-time staff member is 20 days per annum in addition to 8 Bank and Public holidays. Part-time employees receive a pro-rated entitlement, of both annual leave and bank holidays, according to their hours of work.

Working part-time

If your pro-rata'd 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 the council you may be able to work additional hours to make up the deficit or take unpaid leave.

Variable hours workers

Statutory minimum holiday entitlement is based on 5.6 weeks of holiday per holiday year which includes 8 bank and public holidays Where variable hours are worked, the actual weekly holiday entitlement will be calculated on a pro-rata basis depending on the average number of hours worked per week, over a 52-week reference period, excluding any weeks when no work has been undertaken.

Leave year

The leave year runs from 1st April to 31st 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-rated in your first and last year of employment with the council.

Carrying over leave

Except in the very rare circumstances of a booked and agreed period of leave being cancelled at the council's request, it is not possible to carry over unused days of leave from one leave year to the next, nor will any payment be made for leave unused at the end of a leave year. Thus, leave untaken at the end of a leave year is lost.

Requesting leave

You should request leave from the council 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

The council will balance your needs against the needs of the council before agreeing to leave. If you take leave without such permission, it will be treated as an 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 the Council on the first day of sickness and keep the council up to date during the period of sickness.

Payment of annual leave

If you work regular hours or a full year, holiday pay will be the same as the pay you will have received if you had been at work and working.

If you work irregular hours or part year will receive holiday pay that is based on an entitlement that is calculated at 12.07% of actual hours worked in the relevant pay period using a 'reference period' of 52 weeks (or to the start date if this is less than 52 weeks). A pay period is the frequency an employee is paid.

The Council operates rolled up holiday. An employee who is an irregular hours or part year worker will receive a payment in each pay period in lieu of taking annual leave.

Payment in lieu

The council cannot 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.

If you leave during the course of a leave year, and cannot take any outstanding accrued leave before your last day, you will receive a 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.

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 is a non-contractual procedure which will be reviewed from time to time.