



## EARLEY TOWN COUNCIL

### ANNUAL LEAVE POLICY

#### **Annual leave entitlement**

Annual leave entitlement is awarded in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service as set out in the Green Book.

Your paid leave entitlement is set out in your contract of employment. The basic leave entitlement for a full-time member of staff is 22 days per annum (increasing to 23 days per annum effective as of 1<sup>st</sup> April 2023), rising to 25 days after five years of continuous service. The entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement will be calculated.

Part time employees receive a pro-rated entitlement according to their hours of work.

#### **Extra Statutory Holidays**

Employees shall have an entitlement to two extra statutory days holiday, the timing of which may be determined by the authority in consultation with the employees or recognised Trade Unions with a view to reaching agreement, or added to annual leave by local agreement.

#### **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 are able to take it all during the leave year.

The annual leave entitlement of employees leaving or joining the Town Council is proportionate to their completed service during the leave year.

#### **Carrying over leave**

Other than in exceptional circumstances, 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.

Where it has not been possible to take all your leave in the current leave year, and only with prior consent from the Town Clerk (or the Council in the case of the Town Clerk), you will be permitted to carry forward up to 5 days leave. This must be taken within the first two months of the new leave year.

#### **Requesting leave**

An Annual Leave Request Form should be completed and submitted to the Deputy Town Clerk or Town Clerk with as much notice as possible and at least 4 weeks prior to the date being requested. 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 other staff have the same time off (requests for leave will be considered on a first come, first served basis)

Any leave requests received with less than 4 weeks' notice will be considered on a case by case basis.

The council will balance your needs against the needs of 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 and wish to have this sickness absence discounted from the period of paid leave taken, you must comply with the requirements of the sickness reporting and certification procedure and you must provide a fit-note confirming that you would not have been fit enough to carry out your usual duties during this time. It is important that you contact the Deputy Town Clerk or Town Clerk (or the Council in the case of the Town Clerk), 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 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 including any regular overtime.

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.

**Date of adoption:** 31<sup>st</sup> March 2021  
**Date of review:** 15<sup>th</sup> March 2023  
**Date for next review:** March 2026