



ECCLESFIELD PARISH COUNCIL

Serving the Community since 1894

ANNUAL LEAVE POLICY

Introduction

This policy applies to all employees of Ecclesfield Parish Council.

The Council's leave year runs from **1st April to 31st March**. This will be the leave year for all employees. Members of staff are entitled to 24 working days paid leave plus all recognised UK public holidays / leave in accordance with the statutory entitlement which may include bank holidays / other leave entitlement. (Pro-rata for part-time staff).

In addition to normal bank and public holidays, the employee will be entitled to 2 extra statutory days to be taken in December when the office is closed.

The employee's leave entitlement will increase to 25 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.

The calculation of the employee's annual leave commences from the first day of their employment.

If employment commences or terminates part way through the leave year, the employee's 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.

The employee may carry forward up to 5 days' working day leave into the following leave year, subject to the approval of the Clerk and/or Administration Officer.

Annual Leave Policy and Procedure

The Clerk and/or Administration Officer will consider all requests for leave sympathetically, although the needs of the Council will always be the primary consideration.

The following procedures must be followed:

Annual Leave Policy – January 2021

No holiday arrangements must be made until approval to take leave has been obtained from the Clerk and there may be times when such requests are refused due to the needs of the service or other practical reasons. Therefore, the employee should not make bookings until approval has been received.

Unless permission has been given by the Council periods of more than 15 consecutive working days' leave will not be granted (pro-rata for part-time staff).

All requests for leave by the Clerk would be obtained from the Chairman of the Staffing Committee and Chairman of the Council.

Flexible Working Arrangements

The Council has a flexible working arrangement in place. All staff can work flexibly, however, the office is open from 9.00am – 12 noon Monday – Friday and staff shall ensure they are available during these core hours (unless alternative arrangements have been agreed by Council).

Overtime –Time off in Lieu (TOIL)

Members of staff can take any extra agreed hours they have worked as TOIL by agreement with the Clerk.

In exceptional circumstances overtime, TOIL can be paid as overtime, with the approval of Council

No more than 2 additional days per month (pro-rata for part-time staff) would be allowed to be accrued in any one month. TOIL is monitored on a monthly basis by the Clerk of the Council.

Approved by Council: January 2021

Review date: January 2023