



ECCLESFIELD PARISH COUNCIL

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ANNUAL LEAVE POLICY

Annual leave entitlement

An employee's paid leave entitlement is set out in their contract of employment. The basic leave entitlement for a full-time staff member is 22 days per annum in addition to 8 Bank holidays. Part-time employees receive a pro-rated entitlement according to their hours of work.

In addition to normal bank and public holidays, an employee will be entitled to 2 extra statutory day holidays (pro-rated for part-time employees), the timing of which shall be determined by the Council in consultation with Council Staff and recognised Trade Unions if considered necessary. It is normal Council Policy that these extra days are taken over the Christmas and New Year break period.

The employee's leave entitlement will increase by three 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/the Administration and Financial Officer.

Working part-time

If an employee's entitlement to Bank Holidays exceeds the number of days that fall on their normal working days (typically because they don't work on Mondays), they will be able to take the excess as leave. If their entitlement to Bank Holidays is less than

the number of Bank Holidays that fall on normal working days (typically because their normal working days include Mondays), they can make up the difference by using their leave entitlement. With agreement from the Clerk (or a designated Councillor in the case of the Clerk), an employee 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, including bank and public holidays. Any holiday entitlement over and above 5.6 weeks will be pro-rated based on hours, days, and weeks worked. 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 an employee's responsibility to manage their leave in such a way that they can take it all during the leave year. Annual leave entitlement will be pro-rated in an employee's 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.

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 Financial and Administration Officer.

Requesting leave

An employee should request leave from the Clerk (or the designated Councillor in the case of the Clerk), with as much notice as possible. This will allow the Council to plan workloads. Before granting leave, the Council will consider:

- The team's workload,
- The need for office or team cover, and,
- Whether other staff have or are likely to ask for the same time off (e.g. a popular holiday time).

The Clerk/Council will balance the employee's needs against the needs of other staff before agreeing to leave. If an employee takes leave without such permission, it will be treated as an unauthorised absence and dealt with under the Disciplinary Procedure.

Sickness during leave

If an employee becomes ill during a period of paid annual leave, they must comply with the requirements of the sickness reporting and certification procedure should they wish to have this sickness period discounted from the period of paid leave taken. It is important that an employee contacts the Clerk (or the designated Councillor in respect of the Clerk), on the first day of sickness and keep the Council up to date during the period of sickness.

Payment of annual leave

Holiday pay is calculated based on an employees current rate of pay. Where their work variable hours or an employee's receives commission payments/overtime/travelling-time allowance, then a day's pay will be calculated on the average pay in the previous 52 weeks. The Council does not offer payment in lieu of leave entitlement unless an employee is leaving the Council and has not taken leave entitlement they have accrued at the time of leaving.

Payment in lieu

If an employee has, however, taken more paid leave than is due by this calculation, then a deduction will be made from their salary payments for an amount at the basic daily rate for the days in question. Such a deduction will be deemed to be a contractually authorised deduction.

Members of staff can take any extra agreed hours they have worked as TOIL by agreement with the Clerk, or the designated Councillor in respect of the Clerk.

In exceptional circumstances overtime, TOIL can be paid as overtime, with the approval of the Finance, Premises and Staffing Committee.

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 monthly by the Clerk of the Council.

Where a member of staff is required to work on a Bank Holiday (by prior agreement with the Clerk and the Chair of the Finance, Premises and Staffing Committee) they will receive an additional entitlement for the hours worked at half the normal rate (i.e., 1.5 times the standard rate). In exceptional circumstances, compensation for Bank Holiday working can be paid as overtime, with the prior approval of the Council.

If an employee leaves during a leave year and cannot take any outstanding accrued leave before their last day, they 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 them, 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 their current rate of pay including any regular overtime.

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).

Approved by Council: May 2025

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