



## Annual Leave Policy

### **Annual Leave:**

The annual leave year runs from 1st April to 31st March.

The paid annual leave entitlement is twenty-one days, plus two statutory days with a further four days starting the annual leave year after five years of continuous service.

At least two weeks' notice of annual leave is required and may only be taken through arrangements made and agreed with the Clerk.

In exceptional circumstances and at the Clerks discretion, the aforesaid notice of at least two weeks' period may be waived. For the year of joining and leaving the holiday entitlement will be proportionate to completed service during the annual leave year.

In the event of the employee leaving, any leave which has been taken but not 'earned' will normally be deducted from the final wage payment.

Normally not more than 10 days leave may be taken consecutively. Leave of more than 10 consecutive days requires sanction from the Chairman of the Council?. A written request should be submitted to the Clerk who will seek the necessary approval.

Paid leave of absence, up to a maximum of 10 days, will be granted for employees undertaking jury service or serving on public bodies or undertaking public duties.

Where an allowance is claimable for loss of earnings the employee must claim and pay the allowance to the Parish Council.

Additional annual leave with or without pay may be granted in special circumstances at the discretion of the Council. A written request should be submitted to the Clerk who will seek approval from the Council.

A maximum of five days holiday may be carried over to the new annual leave year by prior arrangement with the Clerk, but must be taken within the first quarter of following holiday year.

**Public Holidays:**

Employees shall, irrespective of length of service, be entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur.

Part-time Employees: Staff employed on a part-time basis will be entitled to leave on a pro-rata basis.

Sick leave and Holiday: Statutory holiday entitlement will accumulate while an employee is off work sick.

Any statutory holiday entitlement that is incapable of being used because of illness can be carried over into the next leave year.

Where an employee is ill just before or during their holiday, they can, upon production of any supporting evidence, take it as sick leave instead.

Adopted on:.....

At:.....

Review date:.....