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## Annual leave entitlement

Your paid leave entitlement is set out in your contract of employment at a rate of 23 days plus bank holidays. Part-time employees receive a pro-rated entitlement according to their hours of work. After five years of service an employee's entitlement will increase by an additional three days.

## Working part-time & variable hours workers

Statutory minimum holiday entitlement is based on 5.6 weeks of holiday per holiday year, including bank and public holidays. Any contractual 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.

The Council currently has no employees with contractual fixed working days and the total of 23 days + Bank Holidays for any one financial/leave year will be calculated together to give a leave entitlement in hours on a pro-rata basis.

## 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 if these are part-years.

## Carrying over leave

Where it has not been possible to take all your leave in the current leave year, and only with prior consent from the Clerk (or the Staffing Committee in the case of the Clerk), you will be permitted to carry forward up to three days leave (calculated on an hourly pro-rata basis). This must be taken within the first two months of the new leave year.

## Requesting leave

You should request leave from the Clerk (or the Staffing Committee in the case of the Clerk), 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; and,

- Whether other staff have or are likely to ask for the same time off (e.g. a popular holiday time).

The Clerk/Staffing Committee 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 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 Clerk (or the Staffing Committee in the case 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 on the basis of your current rate of pay. Where you work variable hours or if you receive commission payments/overtime/travelling-time allowance, then a day's pay will be calculated on your standard pay divided by your average amount of working days. 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**

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.

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.

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

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