

SHEPTON BEAUCHAMP PARISH COUNCIL

ANNUAL LEAVE POLICY

This policy is based on the NALC 2019 Annual Leave Policy template. Every effort has been made to ensure that the contents of this document are correct at time of adoption

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Annual leave entitlement

Your paid leave entitlement is set out in your contract of employment. The basic leave entitlement for a full-time staff member is 23 days per annum (rising to 25 days per annum after five years' continuous service) in addition to 8 Bank holidays. Part-time employees receive a pro-rata entitlement according to their hours of work.

Working part-time

If your entitlement to Bank Holidays exceeds the number of days that fall on your normal working days (typically because you don't work on Mondays), you will be able to take the excess as leave. If your entitlement to Bank Holidays is less than the number of Bank Holidays that fall on your normal working days (typically because your normal working days include Mondays), then you can make up the difference by using your leave entitlement. With agreement from the council, you may be able to work additional hours to make up the deficit or take unpaid leave.

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.

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 council you will be permitted to carry forward up to 5 days leave (pro-rata for a part-time employee). This must be taken within the first two months of the new leave year.

Requesting leave

You should request leave from the council, with as much notice as possible. This will allow the council to plan workloads. Before granting leave we will consider:

- The workload and
- The need for office cover

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 Chairman 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. The council may consider offering payment in lieu of leave entitlement. Payment in lieu of leave entitlement will be paid if 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 may consider offering payment in lieu of leave entitlement, but this is not normal practice.

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.

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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