

# COLWICH PARISH COUNCIL



## STAFF HANDBOOK

### Annual Leave

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PD101 Annual Leave



# Annual Leave – PD101

## Revision history

**This document was originally written by:**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Michael Lennon	Clerk	January 2017

**This document version was reviewed by:**

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## Revision History

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1	January 2017	PD101-01	Initial Issue	NA
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## **1 Annual Leave Entitlement**

- 1.1 The Council's annual leave entitlement is above the statutory minimum. How much annual leave individual officers receives will vary according to hours worked, length of service and pay grade.

## **2 Scope**

- 2.1 This policy covers all employees of Colwich Parish Council.

## **3 Policy**

- 3.1 Terms and Conditions of Service (including holiday entitlements) are shown in individual staff contracts. They may be amended and/or supplemented from time to time with due notice.

## **4 Definition**

- 4.1 Entitlement to leave will accrue from day 1 of the worker's employment.
- 4.2 Employees are contractually entitled to the Annual and Public holidays provided for under their Conditions of Service. Employees are also contractually entitled to paid leave to sit approved examinations and to undertake jury service. All other leave is granted at the discretion of Council.

## **5 Good Practice Standards**

- 5.1 Good practice guidance is given below under the following headings:

- Delegated Authority
- Public Holidays
- Annual Leave
- Sickness during Annual Leave
- Annual Leave entitlement on Termination of Employment
- Examination Leave
- Compassionate Leave
- Additional Leave
- Leave Entitlements for Part-Time Employees

## **6 Delegated Authority**

- 6.1 The Council delegates authority to the Clerk to consider and approve application for contractual leave from officers subject to business needs.
- 6.2 The Council hereby delegates authority to the Chairman to approve applications for the taking of contractual leave subject to business needs.
- 6.3 The Council reserves the right to refuse an application for leave or time off if it is necessary to maintain appropriate levels of service. Such a decision should be reasonable in all of the circumstances.



## **7 Public Holidays**

7.1 Unless an individual contract specifies otherwise, employees will be entitled to all public holidays including any additionally granted by government in any year.

## **8 Annual Leave**

8.1 The annual Leave year runs from 1 April to 31 March. Entitlement for part of a year's service is on a pro-rata basis.

8.2 Unused annual leave may be carried over to the following year, with permission as in 6.1 and 6.2 above. However, employees MUST take at least 4 weeks leave each year, save in exceptional circumstances.

## **9 Sickness during Annual Leave**

9.1 An employee who becomes sick during a period of annual leave should obtain a medical certificate from the GP or hospital. Leave will be suspended from the date of the medical certificate and can be re-applied for when the employee returns to fitness.

## **10 Annual Leave Entitlement on Termination of Employment**

10.1 When an employee leaves the Council's employment any pro rata unused leave entitlement should be taken prior to their termination date.

10.2 Any leave taken in excess of the pro rata level, at the termination date, should be repaid to the Council and will be deducted from the final salary payment.

10.3 If there are valid reasons why the employee cannot take leave due, he/she will be entitled to receive pay in lieu of the untaken leave.

## **11 Examination Leave**

11.1 Employees are entitled to leave with pay to sit approved examinations.

## **12 Compassionate Leave**

12.1 Compassionate Leave, with or without pay, will be granted in line with 6.1 and 6.2 above. Compassionate grounds may include serious illness or death of a close relative or attendance at a funeral.

## **13 Additional Leave**

13.1 Additional leave, with or without pay, may be granted in special circumstances at the discretion of Clerk/Chairman of the Council in line with 6.1 and 6.2 above.

## **14 Leave Entitlements of Part-Time Employees**

14.1 Part-time employees have the same entitlement as full-time employees, pro rata, to annual leave, public holidays and other contractual leave provisions. They are also entitled to the same consideration as full-time employees for discretionary leave and time off.

14.2 Part-time employees cannot be expected to use their normal non-working or holiday time on Council business; this applies to training and any peripheral activity.



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- 14.3** The leave entitlement of part-time employees is calculated pro rata of the full-time hours for their respective employment pay grade. For employees this is 37 hours.
- 14.4** The formula for calculation of pro rata holiday entitlement is leave entitlement x contracted hours ÷ 37 hours.
- 14.5** When accounting part-time leave taken, a day's leave is the number of hours that normally would have been worked on that day.

**SIGNED**

COUNCILLOR ADAM BILLINGSLEY,  
PARISH COUNCIL CHAIRMAN