

COLWICH PARISH COUNCIL



PD101 ANNUAL LEAVE

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ANNUAL LEAVE

Annual Leave – PD101

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Revision History

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CONTENTS

1	ANNUAL LEAVE ENTITLEMENT	4
2	SCOPE.....	4
3	POLICY.....	4
4	DEFINITION	4
5	GOOD PRACTICE STANDARDS.....	4
6	DELEGATED AUTHORITY	4
7	PUBLIC HOLIDAYS	5
8	ANNUAL LEAVE	5
9	SICKNESS DURING ANNUAL LEAVE	5
10	ANNUAL LEAVE ON TERMINATION OF EMPLOYMENT	5
11	EXAMINATION LEAVE	5
12	COMPASSIONATE LEAVE.....	5
13	ADDITIONAL LEAVE	6
14	LEAVE ENTITLEMENTS OF PART-TIME OFFICIALS.....	6

1 ANNUAL LEAVE ENTITLEMENT

- 1.1** Colwich Parish Council's (the Council) 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 officials of the Council.

3 POLICY

- 3.1** Terms and Conditions of Service (including holiday entitlements) are shown in individual official's contracts of employment. 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** Officials are contractually entitled to the Annual and Public holidays provided for under their Conditions of Service. Officials 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 the Council.

5 GOOD PRACTICE STANDARDS

- 5.1** Good practice guidance is given below under the following headings:
- 5.1.1** Delegated Authority.
 - 5.1.2** Public Holidays.
 - 5.1.3** Annual Leave.
 - 5.1.4** Sickness during Annual Leave.
 - 5.1.5** Annual Leave entitlement on Termination of Employment.
 - 5.1.6** Examination Leave.
 - 5.1.7** Compassionate Leave.
 - 5.1.8** Additional Leave.
 - 5.1.9** Leave Entitlements for Part-Time Officials.

6 DELEGATED AUTHORITY

- 6.1** The Council hereby delegates authority to the Chief Officer to consider and approve application for contractual leave from officials subject to business needs. The Chief Officer, equally, delegates authority to line managers to consider and approve application for contractual leave from officials within their teams, subject to business needs.
- 6.2** The Council hereby delegates authority to the Chairman to approve applications for the taking of contractual leave from the Chief Officer 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 circumstances.
- 6.4** The Council will not, except in exceptional circumstances, grant leave for any officials in the two weeks prior to the summer fete or the Christmas lights switch-on.
- 6.5** The Council will not, except in exceptional circumstances, grant leave for finance officials in the last week of March and first week of April as well as the two weeks prior to the publishing of the Annual Governance and Accountability Return.

7 PUBLIC HOLIDAYS

- 7.1** Unless an individual contract specifies otherwise, officials 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, officials MUST take at least 4 weeks leave each year, save in exceptional circumstances.

9 SICKNESS DURING ANNUAL LEAVE

- 9.1** An official who becomes sick during a period of annual leave should obtain a medical certificate. Leave will be suspended from the date of the medical certificate and can be re-applied for when the official returns to fitness. See also the Council's Sickness policy (PD104).

10 ANNUAL LEAVE ON TERMINATION OF EMPLOYMENT

- 10.1** When an official leaves the Council's employment any pro rata unused leave entitlement should, if possible, 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 official cannot take leave, they will be entitled to receive pay in lieu of the untaken leave.

11 EXAMINATION LEAVE

- 11.1** Officials 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 of a close family member.

13 ADDITIONAL LEAVE

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

14 LEAVE ENTITLEMENTS OF PART-TIME OFFICIALS

- 14.1** Part-time officials have the same entitlement as full-time officials, pro rata, to annual leave, public holidays and other contractual leave provisions. They are also entitled to the same consideration as full-time officials for discretionary leave and time off.
- 14.2** The Council will not expect part-time officials to use their normal non-working or holiday time on Council business; this applies to training and any peripheral activity.
- 14.3** The leave entitlement of part-time officials is calculated pro rata of the full-time hours for their respective employment pay grade. For officials this is 37 hours per week.
- 14.4** The formula for calculation of pro rata holiday entitlement is Full Time Equivalent leave entitlement expressed in hours x (contracted hours/37 hours).
- 14.5** When accounting part-time leave taken, a day's leave is the average number of hours that normally would have been worked on that day.

SIGNED	<i>W^oPlant</i>
COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN	