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ILLOGAN PARISH COUNCIL

ANNUAL LEAVE POLICY

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

The minimum paid annual leave entitlement is twenty one days, plus two statutory days with a further four days after five years continuous service. Staff employed on a part time basis will be entitled to leave on a pro-rata basis.

At least four weeks' notice of annual leave is required and may only be taken through arrangement made and agreed with the Parish Clerk. The Parish Clerk may only take annual leave through arrangement made and agreed with the Chairman of the Parish Council.

For the year of joining and leaving the holiday entitlement will be proportionate to completed service during the year.

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

Normally not more than ten days leave may be taken consecutively. Leave of more than ten consecutive days requires sanction from the Staffing Committee. A written request should be submitted to the Parish Clerk who will seek approval from the Staffing Committee. The Parish Clerk should submit a written request to the Chairman who will seek approval of the Staffing Committee.

Paid leave of absence, up to a maximum of ten 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 should claim and pay the allowance to the Council.

Additional leave with or without pay may be granted in special circumstances at the discretion of the Council.

A maximum of five days' holiday may be carried over by an employee to the new annual leave year by arrangement with the Parish Clerk, but must be taken within the first quarter of the following holiday year. The Parish Clerk may carry a maximum of five days' holiday to the new annual leave year by arrangement

with the Chairman, but must be taken within the first quarter of the 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

Entitlement will be on a pro rata basis.

Review Date:	Reviewed By:	Amendments	Minute No:
26.04.17	Governance Review Committee	No amendments	GR17/04/13.2
25.04.18	Governance Review Committee	No amendments	GR18/04/11.2
24.04.19	Governance Review Committee	None	GR19/04/14.2