



ANNUAL LEAVE POLICY

The annual leave year runs from 1st April to 31st March.
The minimum paid annual leave entitlement is:

- Up to 5 years' continuous service - twenty-three days annual leave, plus two statutory days plus public holidays.
- After 5 years' continuous service – twenty-six days annual leave, plus two statutory days plus public holidays.

Staff employed on a part time basis will be entitled to leave on a pro-rata basis.

Usually at least four weeks' notice of annual leave is required unless the request is due to exceptional circumstances. Annual leave may only be taken through arrangement made and agreed with the employees' line manager.

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

In the event of the 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 employees' line manager who will seek approval from 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 employees' line manager, 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.

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