

## **ANNUAL LEAVE POLICY**

### **Annual Leave Entitlement**

Your paid leave entitlement is set out in your contract of employment. The basic leave entitlement for a full-time member of staff is 21 days per annum in addition to Bank holidays. Part time employees receive a pro-rated annual leave entitlement according to their hours of work.

### **Working Part-Time**

All employees are entitled to bank/public holiday leave. The Council recognises the number of bank and public holidays during the year, although the dates of these may vary from year to year. Where there is an operational reason for working a bank holiday, time off in lieu will be given.

### **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 are able to 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**

Employees may carry forward up to five unused days of leave from one leave year to the next.

### **Jury Service**

Paid leave of absence will be granted for employees undertaking jury service. Where an allowance is claimable for loss of earnings, the employee should claim this and pay the allowance to the Council.

### **Requesting leave**

You should request leave from the Clerk (or the Council in the case of the Clerk), with as much notice as possible. This will allow the council to plan workloads.

Before granting leave we will consider;

- The team's workload,
- The need for office or team cover, and,

- Whether other staff have or are likely to ask for the same time off (e.g. a popular holiday time).

The council will balance your needs against the needs of other staff before agreeing to leave. If you take leave without such permission it will be treated as 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 Clerk (or the Council in the case of the Clerk), on the first day of sickness and keep the council up to date during the period of sickness.

## **Payment of annual leave**

The council does not offer payment in lieu of leave entitlement unless you are leaving the council and have not taken leave entitlement that you have accrued at the time of leaving.

## **Payment in lieu**

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 including any regular overtime.

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.

Date of Approval:

Date of Review: May 2024

# COMPASSIONATE, EMERGENCY AND CARERS LEAVE POLICY

## Purpose and Scope

This policy covers all instances where you may need to take unplanned absence to attend to urgent or serious situations affecting your dependants and where no alternative provision is available.

All employees with dependants can request to take reasonable **unpaid** time off to deal with unforeseen emergencies.

Such emergency leave is designed to provide carers with the opportunity to make alternative arrangements for the care of dependants. The Emergency leave policy is not intended to be used to allow carers to look after dependants on an ongoing basis.

Employees who are carers with a responsibility for a dependent with long term care needs have a right to request up to one week of leave in a 12 month period to care for the dependent. "Dependent" means spouse, civil partner, child, parent, individual living in the same household as the employee (other than a tenant or a lodger) or someone who reasonably relies on the employee to provide or arrange care.

Employees are entitled to take time off work to deal with the bereavement involving a person who was not a dependant. In those circumstances, the Council grants paid time off for a reasonable period of time at the discretion of the line manager and depending on circumstances.

## Taking Emergency Leave

Emergency leave is only intended to cover unplanned absence to attend to urgent or serious situations affecting your immediate family or dependants. It is impossible to provide a complete list of circumstances that are covered under the policy; however, the most common circumstances are as follows: -

- to aid on an occasion when a dependant falls ill, gives birth or is injured;
- to arrange for the provision of care for a dependant who is ill or injured;
- as a result of the death of a dependant;
- because of the unexpected disruption or termination of arrangements for the care of a dependant; or
- to deal with an incident which involves a child of the employee and which occurs unexpectedly when the child is at school.

As soon as is reasonably practicable in the circumstances, contact the Clerk (or Chair of the Council) by telephone to explain the circumstances, and if possible, an indication of the length of time-off you are likely to need in order to make alternative arrangements.

If you need to stay and care for a dependant on an ongoing basis you can agree with the Clerk (or Chair of the Council) to take annual leave; or where you have insufficient annual leave to take a period of unpaid leave.

This is a non-contractual procedure which will be reviewed from time to time.

Date of Approval:

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