**CAWOOD PARISH COUNCIL ANNUAL LEAVE POLICY**

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**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 22 days (\* rising to 27 days after 5 years continuous employment) per annum in addition to 8 Bank holidays. Part time employees receive a pro-rated entitlement according to their hours of work.

\* The Council, having adopted Green Book terms and conditions of employment, staff receive an additional 5 days entitlement after 5 years of continuous service. Furthermore, employees have an entitlement to two extra statutory days leave which may be taken on specific days, or added to the annual entitlement. These are factored in to pro rated work.

**Working part-time**

If your entitlement to Bank Holidays exceeds the number days that fall on your normal working days (typically because you don’t work on Mondays) you will be able to take the excess as leave. If your entitlement to Bank Holidays is less than the number of Bank Holidays that fall on your normal working days, (typically because your normal working days include Mondays) then you can make up the difference by using your leave entitlement. With agreement from the Council you may be able to work additional hours to make up the deficit or take unpaid leave.

**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**

Except in the very rare circumstances of a booked and agreed period of leave being cancelled at the Council’s request, it is not possible to carry over unused days of leave from one leave year to the next, nor will any payment be made for leave unused at the end of a leave year. Thus, leave untaken at the end of a leave year is lost.

**Requesting leave**

You should request leave from the Council with as much notice as possible. This will allow the Council to plan workloads. Before granting leave we will consider;

* The workload
* The need for office cover

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 Council 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.

**Notes**

Public and Extra Statutory Holidays

Employees required to work on a public or extra statutory holiday by the Council shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked within their normal working hours for that day. In addition, at a later date, time off with pay shall be allowed as follows:

Time worked less than half the normal working hours on that day – half day

Time worked more than half the normal working hours on that day – full day

Taking of annual leave

It is important that staff take their statutory annual leave in order to ensure the Council complies with Working Time legislation. The Council has a responsibility to support staff to take their annual leave.

Rolled-up holiday pay

It is not permissible to “roll up” holiday pay into basic pay, i.e. to pay an employee a higher hourly, daily or weekly wage, part of which is designated as holiday pay, with the result that, when the employee goes on leave, they receive no pay.

Religious festivals

Refusal of annual leave on a day that has religious significance for a particular employee may amount to indirect discrimination under legislation.

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Approving Committee: Staffing

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