



## **Carn Brea Parish Council**

### **Annual Leave Policy**

**Adopted on: 19<sup>th</sup> September 2019**

**Minute Reference: 19/07/26**

**Reviewed on: 15<sup>th</sup> December 2022**

**Minute Reference: 22/12/18**

**Review date: 16<sup>th</sup> May 2024**

**Minute Reference: 24/05/18**

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

- 1.1 The purpose of this policy is to ensure that annual leave is managed fairly and consistently and to inform all members of staff of the procedure that must be followed when applying for and taking annual leave.

**2 Entitlement**

- 2.1 The minimum paid annual leave entitlement is 23 days
- 2.2 Your annual leave entitlement increases, in recognition of length of service to 26 days after five years continuous service.
- 2.3 In addition to the above you are entitled to 2 statutory leave days to be taken as determined by the Council.
- 2.4 All employees irrespective of length of service are entitled to Bank Holiday Leave.
- 2.5 Part time employees are entitled to a pro rata entitlement of Annual Leave, Bank Holiday Leave and 2 extra statutory days.
- 2.6 If you join Carn Brea Parish Council part way through the annual leave year (April to March), your entitlement to annual leave will be in line with the remaining period in the annual leave year.

**3 Leave application procedure**

- 3.1 Notice of annual leave is required, and leave may only be taken through an arrangement made and agreed with the Clerk. The Clerk may only take annual leave through an arrangement with the Chairman of the Council.
- 3.2 A leave application form must be submitted at least 5 working days in advance. You should only commit to your leave plans on receipt of your signed annual leave form which authorises your request for leave. An application form is attached as Appendix A.
- 3.3 Normally not more than two consecutive weeks' holiday can be taken at one time. In certain circumstances, and at the discretion of the Council, a longer period may be permitted. If this is required, you should put your request in writing at least 14 days in advance in order for this to be considered by the Clerk, Chairman and Vice Chairman of the Staffing Committee.

#### **4 Carrying forward annual leave**

- 4.1 All employees are encouraged to take all their annual leave entitlement between 1<sup>st</sup> April to 31<sup>st</sup> March.
- 4.2 A maximum of five days' holiday may be carried over by an employee to the new annual leave year by arrangement with the Clerk but must be taken within the first quarter of the following annual leave year ie. April, May or June. The Clerk may carry a maximum of five days' holiday to the new annual leave year by arrangement with the Chairman of the Council but must be taken within the first quarter of the following annual leave year.

#### **5 Sickness during Annual Leave**

- 5.1 Annual leave may only be reclaimed by staff where their sickness is confirmed by receipt of a GP or hospital medical certificate. If you are ill during a period of annual leave you may be able to reclaim the time as sick leave if you:

- Make contact with the clerk, in person if possible on the first day, and
- provide a medical certificate (regardless of the length of absence).

Post-dated certificates i.e. covering a period prior to the doctor's appointment will normally not be accepted.

#### **6 Late Return from Annual Leave**

- 6.1 If for any reason, you know that you will be late returning from annual leave you must notify the Clerk of the late return as soon as possible and discuss and agree revised arrangements i.e. additional annual leave, unpaid leave or other arrangements. The Clerk will notify the Chairman of the Council. Failure to do so may render you liable to disciplinary action for unauthorised absence. In the case of late return from annual leave involving the Clerk, the Clerk will notify the Chairman of the Council.

## **7 Termination of Contract of Employment**

- 7.1 If you are working out your notice period, you will only be guaranteed annual leave during that time if either:
- the annual leave was booked prior to the start of the notice period; or
  - the notice period runs between two annual leave calendar years, and you have not taken your minimum statutory entitlement for the current year.
- 7.2 Annual leave requests submitted during the notice period will be approved where possible, but it may not be practicable to approve such requests because of the need for you to complete outstanding work or hand over to a successor. Carn Brea Parish Council therefore reserves the right to refuse requests for leave made during the notice period and make payment in lieu of untaken annual leave.
- 7.3 Upon termination of employment, an employee is entitled to payment in lieu of untaken annual leave entitlement which accrued during the final leave year. Such payment will be subject to deductions for tax and national insurance contributions.
- 7.4 Where annual leave taken exceeds the numbers of days accrued at the date of termination, Carn Brea Parish Council will deduct the appropriate corresponding sum from your final salary.

## **8 Additional Leave**

- 8.1 Paid leave of absence 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.
- 8.2 Additional leave with or without pay may be granted in special circumstances at the discretion of the Council.
- 8.3 The Council recognises the dedication and hard work of its employees , therefore Treloweth Community Hall will close at Christmas. The hall and office will be closed on Christmas Eve and re-open on the next working day after New Year's Day and this period of closure will not count against an employee's annual leave entitlement.

## **9 Religious Holidays**

- 9.1 If you wish to observe religious holidays which do not coincide with public holidays in England, you must take annual leave or unpaid leave. Every effort will be made to accommodate such requests.

## Appendix A

**Annual Leave Request Form**

In line with Carn Brea Parish Council's Annual Leave Policy, all employees must submit a written request for annual leave. A separate request form must be submitted for each block of leave requested.

All requests are considered based on existing leave requests received from all employees, work commitments and minimum staffing levels required.

Please return completed form to the Clerk. Annual Leave requests for the Clerk to be submitted to the Chairman of the Council.

Employees Name		
Proposed leave dates (inclusive)	From:	To:
Number of days / hours Requested		
Signed		
Date of Request		

**Annual Leave Request Confirmation**

Employees Name		
Leave dates approved (inclusive)	From:	To:
Total Number of day/hours		
Number of days/hours of Annual Leave remaining		
Leave request declined and reason		
Signed		
Approval Date		