



Uttoxeter Rural Parish Council - ANNUAL LEAVE POLICY

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Annual leave entitlement

The Clerk paid leave entitlement is set out in the NALC contract of employment. The basic leave entitlement for a full-time member (37hrs per week) of staff is 21 days per annum in addition to 8 Bank holidays. Part time employees receive a pro-rated entitlement according to their hours of work.

Uttoxeter Rural Parish Clerk currently works 10.5hr per week (05.04.2022). Therefore the leave entitlement is: 6 days plus 8 Bank Holidays

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 Staffing Committee or Chair of 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 and the Chair of the Staffing Committee will keep a log of your leave each year.

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 Staffing Committee Chair or the Council Chair, with as much notice as possible. This will allow the council to plan workloads. Before granting leave we will consider;

- The Council workload,
- The need for cover to the Council,
- The time of year – ie Annual Meeting, Audit, Policy updates

The council will balance your needs against the needs of the Council 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 Chair of the Staffing Committee or Council Chair 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.

Green Book terms

The council adopts 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.

Staffing Committee – created 6th April 2021.

This committee has a Frame of Reference, which must be used in conjunction with all other policies that affect the clerk and any other employees.

This is a non-contractual procedure which will be reviewed at each Annual Parish Council Meeting.

| Date Last Ratified/Approved | Version Number | Revision/Amendment made/section | Next Review Date |
|-----------------------------|----------------|--------------------------------------|------------------|
| 05.05.2020 | 1 | Policy Adopted | May 2022 |
| 03.05.2022 | 2 | Amended Clerk hours from 9 to 10.5hr | May 2023 |
| 16.05.2023 | 3 | | May 2024 |