



Bishopston Community Council

ANNUAL LEAVE POLICY

NB:

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

Approving committee	Full Council
Date of committee meeting	July 2024
Policy version reference	V1.0

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Introduction

Paid leave entitlement is set out in the employee's contract of employment.

Working part-time

Part time employees receive a pro-rated entitlement to annual and Bank Holiday leave according to their hours of work.

If an employee works part time and their entitlement to Bank Holidays exceeds the number days that fall on their normal working days they will be able to take the excess as leave.

If their entitlement to Bank Holidays is less than the number of Bank Holidays that fall on their normal working days, then they can make up the difference by using their leave entitlement. With agreement from their line manager, employees Clerk 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 the employee's responsibility to manage their leave in such a way that they are able to take it all during the leave year. The annual leave entitlement will be pro-rated in the employee's first and last year of employment with the community council.

Carrying over leave

Except in the very rare circumstances of a booked and agreed period of leave being cancelled at the community 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

The employee should request authorisation for annual leave from their line manager, with as much notice as possible. This will allow the community council to plan workloads. Before granting leave the following will be considered:

- The team's workload
- The need for office, team cover, or support for events
- Whether other staff have or are likely to ask for the same time off (eg a popular holiday time)

The community council will balance the employee's needs against the needs of the community council and other staff before agreeing to leave. If leave is taken without such permission it will be treated as unauthorised absence and dealt with under the Disciplinary Procedure.

Sickness during leave

If an employee becomes ill during a period of paid annual leave, they must comply with the requirements of the sickness reporting and certification procedure, if they wish to have this sickness period discounted from the period of paid leave taken. It is important that they contact their line manager on the first day of sickness and keep the community council up to date during the period of sickness.

Payment of annual leave

The community council does not offer payment in lieu of leave entitlement unless the employee is leaving the council and has not taken leave entitlement that they have accrued at the time of leaving. The community council may require an employee to take any remaining leave entitlement during their notice period.

Payment in lieu

If an employee leaves during the course of a leave year and cannot take any outstanding accrued leave before their last day, they 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 them, 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 their current rate of pay including any regular overtime.

If, however, they have taken more paid leave than is due by this calculation, then a deduction will be made from their salary payments for an amount at their basic daily rate for the days/hours in question. Such a deduction will be deemed to be a contractually authorised deduction.