

# **LEDBURY TOWN COUNCIL**

## **DRAFT ANNUAL LEAVE POLICY**

Ledbury Town Council recognises the legal requirement for all employees to take annual leave. It also recognises the importance of leave for employees as it forms a vital part of ensuring that a high degree of commitment, dedication and loyalty is shown enabling the Council to meet its objectives.

Current legislation entitles all full-time employees to 28 days annual leave, which may or may not include all statutory public holidays. In addition, the Council grant additional non-statutory days leave following some of the statutory Bank Holidays. Leave for Part-time staff will be allocated on a pro-rata basis.

It is also the policy of Ledbury Town Council to recognise long service and career progression and therefore after 5 years continuous service full time employees will be granted an additional 5 days annual leave. This will be awarded pro rata during the leave year in which an employee achieves their 5 years continuous service.

Additionally, when an employee reaches a role which carries Spinal Column Points of 23 or higher, they will receive an additional 2 days annual leave.

This policy has been prepared in line with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

**Date reviewed and adopted by the Council**  
**Date for Next Review**

**XXXX**  
**XXXX**

## **ANNUAL LEAVE PROCEDURE**

The annual leave year is 1 April to 31 March. All staff are expected to take their full leave entitlement during the holiday year. In exceptional circumstances employees may carry forward a maximum of 5 days leave into the next holiday year provided that the statutory minimum of 28 days has already been taken. Any holiday entitlement carried forward must be taken by 30 April that year.

Part time employees, or those joining the Council during a leave year, will be entitled to annual leave on a pro-rata basis.

### **Annual Leave Entitlement**

New Starter (below SO1) – 21 days to be increased to 26 after 5 years' service.

New Starter (SO1 & above) – 23 days to be increased to 28 after 5 years' service.

Unless otherwise stated in contracts, in addition to the above entitlement all staff who are normally contracted to work on a day which falls on a statutory public holiday and non-statutory holiday agreed by Council will receive the additional holidays set out below; part-time employees being pro-rata'd:

New Year's Day

Good Friday

Easter Monday

May Day

Spring Bank Holiday (Whitsun at the end of May)

Summer Bank Holiday (at the end of August)

Christmas Day

Boxing Day

In addition to the above, employees shall have an entitlement to two extra statutory days holiday. Employees will be asked to use these at the time between Christmas and New Year.

### **Sickness immediately prior to or during annual leave**

If an employee is ill during a period of pre-arranged annual leave it is permissible to treat the days of incapacity as sickness absence instead of annual leave, subject to the provision of a medical certificate which covers the full period of sickness. Please note this will not be the case for non-certificated absence. This will enable the Council to arrange alternative leave dates, subject to the demands of the business.

If an employee falls ill whilst on annual leave travelling abroad, they must produce acceptable documentation signed by an accredited medical practitioner, together with the employee's name and contact details. This should also state whether the employee is fit to travel. If declared unfit to travel, the certificate must give an indication

of the date the employee is likely to travel, if this is after the last authorised day of leave. When employees return to the UK, they are required to submit a Fit Note by their UK Doctor in order to return to work.

Employees will continue to accrue annual leave (excluding bank holidays) at their normal rate whilst on sick leave in accordance with legislation.

Where, as a direct result of long-term sickness absence, employees have been prevented from taking their holiday entitlement, it may be possible for an employee to carry forward/be paid (dependent on the amount of annual leave) the statutory element of their remaining annual leave entitlement into the next annual leave year; management reserves the right to specify when that leave must be taken.

### **Leaving employment during the year**

- If you leave your employment with the Council, you can take the statutory entitlement you have accrued up to the time you leave during your notice period provided you have given the notice period required under the terms of your Contract of Employment.
- If you do not take the statutory holiday entitlement you have accrued, you have the right to be paid for the accrual.
- If you have taken more leave than your accrual entitlement you will be expected to reimburse the Council by deduction from your final salary payment.