

Cheddon Fitzpaine Parish Council Annual Leave Policy. Adopted on 12th July 2021.

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

The minimum paid annual leave entitlement is twenty-two¹ days, plus eight bank holidays days with a further three days after five years continuous service. Staff employed on a part-time basis will be entitled to leave on a pro-rata basis.

At least two weeks notice of annual leave is required and may only be taken through arrangement made and agreed with the Chair, Vice Chair/HR Committee.

For the year of joining and leaving the holiday entitlement will be proportionate to completed service during the leave year.

In the event of the employee leaving, any leave which has been taken but not 'earned' will normally be deducted from the final wage payment.

Normally not more than 10 days leave may be taken consecutively. Leave of more than 10 consecutive days requires sanction from the Vice Chairman. A written request should be submitted to the Vice Chairman who will seek approval from the Council.

Paid leave of absence, up to a maximum of 10 days, 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.

Additional leave with or without pay may be granted in special circumstances at the discretion of the Council.

A maximum of five days holiday may be carried over to the new annual leave year by arrangement with the Chair, Vice Chair/HR Committee, but must be taken within the first quarter of following holiday year.

Public Holidays:

Employees shall, irrespective of length of service, be entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur.

Part-time Employees:

Entitlement will be pro-rated.

¹ Increased from 21 August 2020 and backdated to 1st April 2020.