

Annual Leave Policy

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

The minimum paid annual leave entitlement is twenty-one days, plus two statutory days with a further four days after five years continuous service. Staff employed on a part time basis will be entitled to leave on a pro-rata basis. All employees are encouraged to take all of their annual leave entitlement between 1st April and 31st March.

At least four weeks' notice of annual leave is required and may only be taken through arrangement made and agreed with the Town Clerk. The Town Clerk may only take annual leave through arrangement made and agreed with the Chairman of the Staffing Committee.

For the year of joining and leaving the holiday entitlement will be proportionate to completed service during the 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 ten days leave may be taken consecutively. Leave of more than ten consecutive days requires sanction from the Staffing Committee. A written request should be submitted to the Town Clerk who will seek approval from the Staffing Committee. The Town Clerk should submit a written request to the Chairman who will seek approval of the Staffing Committee.

Paid leave of absence, up to a maximum of ten 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 by an employee to the new annual leave year by arrangement with the Town Clerk. The Town Clerk may carry a maximum of five days' holiday to the new annual leave year by arrangement with the Chairman.

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 on a pro rata basis.

Upon termination of employment

Upon termination of employment, an employee is entitled to payment in lieu of untaken annual leave entitlement which accrued during the final leave year. Unless a worker's employment has been terminated, no payment in lieu of annual leave is allowable.

Note

This Policy does not affect any rights to leave accrued during sickness absence or maternity leave.

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