

FERRYHILL TOWN COUNCIL



POLICY

ANNUAL LEAVE

1.0 Statement

Employees are entitled to the annual leave set out in their Contract of Employment and are encouraged to take their leave during the current leave year, to help ensure an effective work-life balance, however, annual leave arrangements are subject to prior approval by Managers, who must take into account the operational needs of the Council.

2.0 Purpose

The purpose of the Policy is to ensure annual leave is managed fairly and consistently across the Council, in relation to the operational needs of each service area, and to inform employees of the procedure for applying for and approving annual leave.

3.0 Annual Leave Guidelines

3.1 The Council's leave year runs from 1st April to 31st March.

The notice which would normally be required for annual leave is:

- 1 – 3 days leave - 5 days notice
- 3 – 10 days leave - 3 weeks notice

Note: **But left at the line Managers' discretion**

- 3.2 Requests for annual leave should be made **no more than 12 months in advance** of the planned leave, without an exemption agreed by the Town Clerk. **Employees are reminded not to pre-book any holiday prior to approved leave being granted.**
- 3.3 The maximum single period of leave, under normal circumstances, will be two weeks. Requests for longer periods of leave will require the approval of the Town Clerk. In the event of the Town Clerk's leave, the request is to be discussed with the chairman of the Human Resources Committee, who may decide it is a Council decision.
- 3.4 All leave should be taken within the current leave year. In **exceptional circumstances**, employees may be allowed to carry over a maximum of three days untaken leave into the following year, however prior approval of the Town Clerk must be obtained. This leave must be used as soon as practicable to ensure the same situation does not occur in the following year.
- 3.5 Subject to the above, and the provisions of the Council's Sick Pay and Maternity/Paternity/Adoption Leave Policies, any **untaken leave will be lost** and employees **will not be entitled to pay in lieu of untaken holidays**.
- 3.6 Annual leave should be planned over the year and not "saved" until the end of the financial year.

- 3.7 In most years, employees will be required to retain annual leave for use during any period of Council close down e.g. Christmas and New Year period. In most instances this will most likely be **three days**. Employees will be notified of this as soon as practicable, and **by no later than October** of that year.
- 3.8 Every effort will be made to accommodate requests for annual leave, however, during peak operating periods or when planned major events are taking place, approval of leave requests will be at the Manager's discretion.
- 3.9 Where multiple requests are received in the same operational area for leave during the same peak period - e.g. factory summer break - it may not be possible to approve all requests. In such circumstances, approval will be granted on the basis of the date the request is received. In subsequent years where the same employees request the same period, a rota arrangement will be applied. The operational needs of the service **must be given priority** over any annual leave requests.
- 3.10 **Any leave taken without the prior approval of the Manager will be classified as unauthorised absence and may result in pay being withheld.**
- 3.11 Where possible, employees must advise their Manager of any changes to their holiday plans in advance of such changes. This includes changes to dates of holidays which will require further management approval and cancellation of a planned holiday which may require consequent changes to holiday relief cover arrangements.

4.0 Procedure for Obtaining Approval for Annual Leave

Employees should not book any holiday prior to annual leave approval, the Town Council will not be held liable for any loss of holiday booking deposits/payments in the event that the leave is not authorised.

- 4.1 The employee's service area Manager must approve all annual leave in advance. Members of staff wishing to take annual leave should follow the procedure set out below:
- 4.1.1 All requests for annual leave should be made in writing on the white leave application form, at the earliest reasonable opportunity.
- 4.1.2 The service area Manager will consider the application, having regard to the needs of the service and leave already in place before a final decision is made.
- 4.1.3 If leave is refused, the Manager will notify the member of staff within 3 working days.
- 4.1.4 Only when authorisation by the service area Manager has been received, should the member of staff commit him/herself to any leave plans, particularly where a deposit for a holiday has to be paid.

- 4.1.5 The Finance and Administration Manager will then transfer the details to the Annual Leave record of the employee applying for leave.
- 4.1.6 The Committee and Civic Administrator will update the electronic holiday record on the 'P' drive of the Council computer system for quick referencing.