



Stanton under Bardon Parish Council

DOCUMENT CONTROL

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Introduction

Stanton under Bardon Parish Council is committed to helping its employees to achieve a good work-life balance. This policy aims to ensure employees take regular breaks from work in the form of paid annual leave (i.e. holidays) to ensure their own health, safety, and wellbeing in accordance with the Working Time Regulations 1998.

Employees are expected to take their full leave entitlement each year to ensure they have regular breaks from work. To help achieve this:

- Leave should be taken regularly throughout the year
- Leave requests will be considered fairly, promptly and consistently
- Every effort will be made to agree leave requests, subject to reasonable notice and operational need.

Annual leave entitlement

Annual leave entitlement will be agreed when a member of staff starts work. Once a member of staff starts work, details of holidays and holiday pay entitlement will be included in the employee's written contract.

The leave year runs from 1st January to 31st December. 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.

If employment commenced or terminates part way through the leave year, leave entitlement will be calculated on a pro rata basis. 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.

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.

Requesting Leave - Procedure

Annual leave must only be taken with the prior approval of the Chair. The Chair will consider all requests for annual leave sympathetically, although the needs of the Council will always be the primary consideration. The following procedures must be followed:

1. For annual leave of at least one week's duration, employees must provide at least a month's notice of the request. For odd days, shorter notice can be provided for the request.
2. Unless permission has been given by the Chair, periods of more than 15 consecutive working days' leave will not be granted.

Carrying Forward Annual Leave

All leave should be taken within the current leave year. However, subject to prior approval from the Council, employees can carry the equivalent of one week over to the next leave year. This time must be used by 31 March or it will be lost. Employees can't carry over a negative leave balance to the following year.

In exceptional circumstances and with the agreement of the Council, employees may be able to carry forward more than one week, if:

- The employee has been on long term sick leave and couldn't take annual leave
- The employee has have been on maternity, adoption or shared parental leave and weren't able to take leave before the end of the leave year
- The employee has an exceptional business need precluding them from taking your leave that year.

Sickness during leave

If employees become 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 employees contact the Council on the first day of sickness and keep them up to date during the period of sickness.

Parental Leave

The Parental Leave Regulations came into force as part of the Employment Relations Act 1999. They apply to all parents and those people with parental responsibilities and allow for them to take up to 18 weeks' unpaid leave for each child. This leave must be taken between the child's birth and their fifth birthday. If the child has disabilities and is in receipt of a Disability Living Allowance it must be taken before the child's eighteenth birthday. This scheme also applies to adoptive parents, who may take parental leave up to the fifth anniversary of the date of placement or the child's 18th birthday, whichever is sooner.

Time Off For Dependants

Under the Employment Rights Act 1996, all employees (regardless of their length of service) have the right to take a reasonable amount of unpaid time off work without notice in order to deal with particular unexpected emergencies affecting their dependants. A dependant is:

- A spouse
- A civil partner
- A child
- A parent
- A person who lives with the employee other than as his or her employee, tenant, lodger, or boarder
- Any other person who would reasonably rely on the employee for assistance if he or she fell ill or was injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury

- In relation to the disruption or termination of care for a dependant or any other person who reasonably relies on the employee to make arrangements for the provision of care.

Under this provision, an employee is entitled to take time off work:

- Where a dependant falls ill, gives birth, or is injured or assaulted;
- To provide assistance following the death of a dependant;
- Where there has been an unexpected disruption to, or termination of, the arrangements for the care of a dependant; and
- To deal with an emergency relating to a child of the employee that occurs unexpectedly at the child's school.

Although there is no requirement to give notice the employee must, as soon as possible, tell their line manager the reason for their absence and how long they expect to be away from work.