



Sutton Cheney Parish Council

Leave Policy

Introduction

The Council takes a positive view on work/life balance issues and believes that employees should take responsibility for regularly taking annual leave to ensure their own health, safety, and wellbeing in accordance with the Working Time Directive.

Annual leave entitlement

Paid leave entitlement is set out in the employee's contract of employment. In addition to the normal bank and public holidays, employees are entitled to 21 working days leave in each leave year (pro rata for part time employees). Leave entitlement will increase to 25 working days per year after five years' continuous local government service. Part time employees receive a pro-rated entitlement according to their hours of work.

In addition to normal bank and public holidays, employees are entitled to two extra statutory days.

With agreement from the HR Committee, employees may be able to work additional hours to make up any deficit or take unpaid leave.

Leave year

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

Annual leave entitlement will be pro-rated in the first and last year of employment with the council.

Employees are also entitled to two extra statutory holidays per year; the timing of these will be decided by the Council.

Carrying over leave

All annual leave should be taken in the leave year during which it is accrued. In exceptional circumstances, a maximum of five days' leave can be carried over into the next leave year with the written permission from the HR Committee.

Time off in Lieu (TOIL)

Time off in lieu (TOIL) is time taken off work to recompense for additional hours worked outside of normal working hours. All employees accruing TOIL must inform the HR Committee and TOIL should be taken as soon as is reasonably possible and must only be taken after it has been accrued.

Requesting Leave - Procedure

Annual leave must only be taken with the HR Committee approval.

The HR Committee 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. All requests for leave must be considered by the HR Committee. 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. No holiday arrangements must be made until approval to take annual leave has been obtained from the HR Committee.

3. Unless permission has been given by the HR Committee, periods of more than 15 consecutive working days' leave will not be granted.

2 - 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 HR Committee on the first day of sickness and keep the council up to date during the period of sickness.

Payment of annual leave

The Council does not offer payment in lieu of leave entitlement unless employees are leaving the council and have not taken leave entitlement that they have accrued at the time of leaving.

Payment in lieu

If employees leave during the course of a leave year and cannot take any outstanding accrued leave before their last day, they will receive a payment in lieu of any outstanding accrued leave. In such a case, a calculation will be made of the amount of paid leave due to them on a pro rata basis for that part of the leave year up to the date of termination of the contract. Holiday pay will be based on current rate of pay. If however employees have taken more paid leave than is due by this calculation, then a deduction will be made from their salary payment for an amount at their basic daily rate for the days in question. Such a deduction will be deemed to be a contractually authorised deduction.

Jury Service

Paid leave of absence will be granted for employees undertaking jury service. Where an allowance is claimable for loss of earnings, the employee should claim this and pay the allowance to the Council

Medical and Dental Appointments

Wherever possible, employees should try and arrange medical and dental appointments outside normal working hours, or where this is not possible, at the beginning or end of a working day or at a time which causes least inconvenience to the Council. Employees should always try to obtain the prior approval of the HR Committee to such an appointment, except in an emergency.

Additional Leave

Additional leave without pay may be granted in special circumstances at the discretion of the HR Committee.

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.