



ANNUAL LEAVE POLICY

JANUARY 2021: VERSION 2

ABSTRACT

Peterlee Town Council provides this Annual Leave Policy for employees to use as a guide for the process of taking annual leave.

Janet Hugill

CORPORATE SERVICES MANAGER

Please think before printing this document.

Where printing is necessary, please ensure that it is printed double sided
and in greyscale

Contents

Statement	3
Purpose	3
Annual Leave Guidelines.....	3
Procedure for Obtaining Approval for Annual Leave.....	5
Peterlee Town Council Holiday Request Form	6

Statement

The councils' annual leave entitlement is above the statutory minimum. How much annual leave you receive will vary according to how many hours you work and your length of service. Employees 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.

Purpose

The purpose of the Procedure 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.

Annual Leave Guidelines

The Council's leave year runs from the date of your birthday. On starting this new process all employees will receive a pro rata of their holiday entitlement on 1st April 2021 to the date of their birthday and on their birthday will receive their full entitlement which will run to their next birthday.

- The following notice would normally be required for annual leave:
 - 1 – 3 days 5 days' notice but left at Managers' discretion
 - 3 – 10 days 3 weeks' notice but left at Manager's discretion
- Requests for annual leave should generally not be made more than 12 months in advance of the planned leave.
- The maximum single period of leave, under normal circumstances, will be three weeks. Requests for longer periods of leave will require the approval of the Town Clerk.
- **The minimum period of leave is one hour.** From the first hour leave can be taken in thirty minutes intervals from that, i.e., Employees can take 1.5 hours holiday if requested.
- All leave should be taken within the current leave year. If for any reason leave cannot be taken within the year, employees may be allowed to carry over a maximum of 3 days (22.5 hours) into the

following year. Prior approval of the Manager and Town Clerk must be obtained. However due to COVID 19 employees are allowed to carry over a maximum of 5 days (1 week/37 hours) if working full time hours. The hours carried over must be used within 2 years.

- Subject to the above, and the provisions of the Council's Sick Pay and Maternity/Paternity/Adoption Leave Policies, any untaken leave will be carried over into the next financial year. Employees will not be entitled to pay in lieu of untaken holidays, except where protected employment rights apply.
- Annual leave should be planned over the year and not 'saved' until the end of the financial year.
- In some 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. Employees will be notified at the start of the leave year in question of any close down periods.
- 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.
- Where multiple requests are received in the same operational area for leave during the same peak period - e.g. school 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.
- Any leave taken without the prior approval of the Manager will be classified as unauthorised absence and may result in disciplinary action being considered and pay being withheld depending on the outcome of any disciplinary action.
- 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.

Procedure for Obtaining Approval for Annual Leave

The employee's manager or team leader must approve all annual leave in advance. Members of staff wishing to take annual leave should follow the procedure set out below in order to accommodate cover:

- All requests for annual leave should be made in writing on the Annual Leave Request form, at the earliest reasonable opportunity.
- The Manager will consider the application, having regard to the needs of the service and leave already in place before a final decision is made.
- Only on receipt of a signed leave form authorised by the Manager, should the member of staff commits him or herself to any leave plans, particularly where a deposit needs to be paid.
- If leave is refused, the Manager will notify the member of staff within 7 days.
- It is the Managers responsibility to ensure once the form is signed and approved that it is given to the admin team to process. This should be done within 7 days of receipt and ideally or prior to the holiday being taken. Failure to follow this procedure may result in disciplinary action being taken.

If your employment terminates part of the way through the holiday year, your annual entitlement to holidays during that year will be assessed on a pro rata basis. Deductions from final salary due to you on termination of employment will be made in respect of any holidays taken in excess of entitlement. If an employee wishes to make a complaint regarding the application of the procedure, they should do so within the provisions of the Council's Grievance Procedure.

For the purposes of this policy, in all matters relating to the leave of the Town Clerk, the Mayor will perform the functions of the 'Manager'.

Any queries regarding this Policy please contact either Ian Morris, Town Clerk, ian.morris@petelree.gov.uk or Janet Hugill, Corporate Services Manager, Janet.hugill@peterlee.gov.uk or telephone 0191 5862491.

Author of Policy;	Corporate Services Manager
Date effective from;	January 2020
Policy review;	January 2021
Version Control;	V2

Peterlee Town Council Holiday Request Form

NAME.....

BALANCE.....
(MUST BE COMPLETED PRIOR TO SUBMISSION)

HOURS REQUESTED

DATES FROM..... TO.....

HOURS REMAINING.....

EMPLOYEE: I HAVE CHECKED MY HOLIDAY BALANCE AND REQUESTED THE HOLIDAYS SHOWN ON THIS FORM.

SIGNED..... DATE.....

MANAGER/LINE MANAGER: I HAVE APPROVED THIS HOLDIAY REQUEST.

SIGNED..... DATE.....

A HOLIDAY REQUEST FORM MUST BE SUBMITTED AND AGREED PRIOR TO ANY PERIOD OF HOLIDAY LEAVE BEING TAKEN. THE TOWN CLERK RESERVES THE RIGHT TO REFUSE ANY HOLIDAY REQUEST.

ADMIN USE ONLY:	
CHECKED HOLIDAY BALANCE BEFORE PROCESSING	
YES	NO

SUBMITTED TO ADMIN TEAM BY:	MANAGERS/LINE MANAGER NAME:	DATE:
PROCESSED BY ADMIN TEAM BY:	ADMIN TEAM NAME:	DATE: