



## Annual Leave policy

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# Hawkinge Town Council



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## **Annual leave entitlement**

Your paid leave entitlement is set out in your contract of employment. The basic leave entitlement for a full-time member of staff is 20 days per annum in addition to 8 bank holidays. Part time employees receive a pro-rated entitlement according to their hours of work.

## **Working part-time**

If your entitlement to bank holidays exceeds the number of days that fall on your normal working days (typically because you don't work on Mondays) you will be able to take the excess as leave. If your entitlement to bank holidays is less than the number of bank holidays that fall on your normal working days, (typically because your normal working days include Mondays) then you can make up the difference by using your leave entitlement. With agreement from the Clerk (or the Council in the case of the Clerk), you may be able to work additional hours to make up the deficit or take unpaid leave.

## **Leave year**

The leave year runs from 1st April to 31st March. It is your responsibility to manage your leave in such a way that you can take it all during the leave year. Your annual leave entitlement will be pro-rated in your first and last year of employment with the Council.

## **Carrying over leave**

Up to five days' annual leave can be carried over to the following leave year, with the approval of the Clerk, or Chairman of the Council.

## **Requesting leave**

You should request leave from the Clerk (or the Chairman of the Council in the case of the Clerk), with as much notice as possible. This will allow the Council to plan workloads. Before granting leave we will consider:

- the team's workload,
- the need for office or team cover, and,
- whether other staff have or are likely to ask for the same time off (e.g. a popular holiday time).

The council will balance your needs against the needs of other staff before agreeing to leave. If you take leave without such permission, it will be treated as unauthorised absence and dealt with under the Disciplinary Procedure.

## **Sickness during leave**

If you become ill during a period of paid annual leave, you must comply with the requirements of the Sickness Policy, if you wish to have this sickness period discounted from the period of paid leave taken. It is important that you contact the Clerk (or the Chairman of the Council in the case of the Clerk), 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 you are leaving the Council and have not taken leave entitlement that you have accrued at the time of leaving.

## **Payment in lieu**

If you leave during the course of a leave year and cannot take any outstanding accrued leave before your last day, you 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 you, 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 your current rate of pay including any regular overtime. If, however, you have taken more paid leave than is due by this calculation, then a deduction will be made from your salary payments for an amount at your basic daily rate for the days in question. Such a deduction will be deemed to be a contractually authorised deduction.