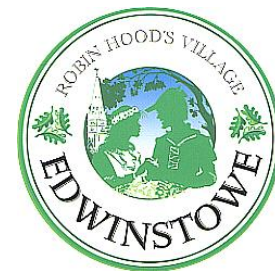


# Edwinstowe Parish Council

*Working to make a difference*



Clerk – Alice Dunn

## Annual Leave Policy

The Council takes a positive view on work and 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 should be agreed when an employee starts work. Once an employee starts work details of holidays and holiday pay entitlement should be found in the employee's written contract.

In order for the council's functions to be effectively managed, annual leave must only be taken with Line Manager approval. In the case of the Clerk this is the Chair of HR or in their absence, the Vice Chair of HR. Employees must give as much notice as possible when requesting annual leave, a minimum requirement is **three** weeks' notice of planned holidays. Any holiday requested with less than three weeks' notice will be considered by the line manager but may not be granted.

A holiday chart will be kept up to date by the Clerk for each member of staff and requested holidays must be authorised by the Parish Clerk (or the Chair of HR Committee or in their absence the Vice-Chair of HR Committee) before they can be taken.

The annual leave year runs from 1<sup>st</sup> April to 31 March. Planned holiday will take account of the bank holidays in most normal years (Good Friday, Easter Monday, May Day, Whitsun, August, Christmas Day, Boxing Day and New Year's Day). All employees are entitled to paid bank/public holiday leave.

## Booking Holidays

Employees with the same job or function and/or in the same team will not be granted leave at the same time. Holidays will be granted on a 'first-come, first-served' basis and will be granted at the discretion of the Parish Clerk. Holidays cannot be taken in blocks of more than 2 weeks unless by express prior (four weeks in advance) approval of the Council.

Holidays will not be approved to be taken during the last two weeks of November due to the very heavy workload at this time related to the Christmas Event.

## **Carry Over of Annual 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 of the Parish Clerk (or the Chair of HR Committee or in their absence the Vice-Chair of HR Committee for the Clerk). This must be used within the month of April.

## **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.

## **Additional Leave**

Additional leave without pay may be granted in extraordinary circumstances at the discretion of the Parish Clerk (or the Chair of HR Committee or in their absence the Vice-Chair of HR Committee for the Clerk).

## **Parental Leave**

This will be offered as appropriate in line with government legislation.

## **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 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 their employee, tenant, lodger, or boarder
- Any other person who would reasonably rely on the employee for assistance if they fell ill or were 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; or 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. A reference in this section to illness or injury includes a reference to mental illness or injury.

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