

Great Aycliffe Town Council



ANNUAL LEAVE PROCEDURE

Author of Policy: Corporate & Policy Officer

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Annual Leave Procedure

Statement

Employees are entitled to the annual leave set out in their Contract of Employment and 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 1st April to 31st March.
- The following notice would normally be required for annual leave:
 - 1 – 3 days 5 days notice) But left at Managers'
 - 3 – 10 days 3 weeks notice) discretion
- Requests for annual leave should be made no more than 12 months in advance of the planned leave.
- The maximum single period of leave, under normal circumstances, will be two weeks. Requests for longer periods of leave will require the approval of the Town Clerk.
- All leave should be taken within the current leave year. In **exceptional circumstances**, employees may be allowed to carry over a maximum of three days untaken leave into the following year. Prior approval of the Manager and Town Clerk must be obtained. The carried over days must be taken before the end of April.
- Subject to the above, and the provisions of the Council's Sick Pay and Maternity/Paternity/Shared Parental and 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**.
- 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 of this as soon as practicable, and by no later than October of that year.

- 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. factory summer break - it may not be possible to approve all requests. In such circumstances, approval will be granted on the basis of 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 pay being withheld.
- 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.

Bank holiday implications

Staff where bank Holidays are *included* in the Annual Leave entitlement

A) Sports and Golf Complex Weekly Paid Staff and park Patrol Service

This includes all staff who work to a shift rota and includes the park patrol services staff, golf shop staff and sports complex receptionists, bar staff, attendants, cooks and cleaners.

- Bank Holidays are included in their annual leave entitlement pro-rata to the hours that they are contracted to work.
- Holiday entitlement is calculated in hours for the year.
- If they work a bank holiday, they are paid at double time.
- If they book a bank holiday off when they are due to be on shift, then the number of hours that were due to be worked is deducted from their holiday card and paid at normal rate as holiday pay.
- Including the bank holidays in the holiday entitlement means that if these staff are required to work a bank holiday, they are then able to take that day off as holiday at another time.

B) Any Staff who have taken Flexible Retirement and do *not* work Mondays

This is currently the Senior Administration Officer and the Works Tractor Driver

- Bank Holidays are included in their annual leave entitlement element pro-rata to the hours that they are contracted to work.
- Holiday entitlement is calculated in hours for the year.
- If a bank holiday falls on their working day and they are not required to work, those hours would be deducted from their holiday entitlement.

- If the bank holiday was required to be worked, the staff would be paid overtime at their normal rate as they have effectively already been paid for the bank holiday as part of their normal monthly salary.
- The time worked would also be added to their lieu time card.
- Half a day's lieu time (3.75 hours) is given for any hours worked up to half a day and one day's lieu time (7.5 hours) is given for any hours worked in excess of half a day.
- However, please note that senior officers are not paid overtime and would only receive lieu time for the actual hours worked.

Staff where Bank Holidays are *not included* in the Annual Leave Entitlement

A) Monthly Paid Staff in the Offices and Sports Complex

This includes all office staff and the sports complex duty managers, clerical assistant and senior cook.

- Bank Holidays are *not* included in the annual leave entitlement as these staff are paid a full month's salary including any bank holidays that fall within that month.
- If the bank holiday was required to be worked staff would be paid overtime at their normal rate as they have effectively already been paid for the bank holiday as part of their normal monthly salary.
- The time worked would also be added to their lieu time card.
- Half a day's lieu time (3.75 hours) is given for any hours worked up to half a day and one day's lieu time (7.5 hours) is given for any hours worked in excess of a day.
- However, please note that senior officers are not paid overtime and would only receive lieu time for the actual hours worked.

B) Works Section Staff

This includes the team leader, maintenance technical, tractor driver, grounds maintenance operatives and greenkeepers.

- Bank Holidays are *not* included in the annual leave entitlement as these staff are paid a full week's salary including any bank holidays that fall within that week.
- Bank holidays are paid as part of the normal week's wages, at basic rate, if they are not worked.
- If the bank holiday was required to be worked, the staff would be paid overtime at normal rate as they have effectively already been paid for the bank holiday as part of their normal pay.
- The time worked would also be added to their lieu time card.
- Half a day's lieu time (3.75 hours) is given for any hours worked up to half a day and one day's lieu time (7.5 hours) is given for any hours worked in excess of half a day.
- However, please note that senior officers are not paid overtime and would only receive lieu time for the actual hours worked.

C) Pre-School Staff

- The pre-school staff are not contracted to work bank holidays and the pre-schools are closed during school holidays.
- Bank holidays are *not* included in the annual leave entitlement.
- Bank holidays are paid as part of the normal week's wages, at the basic rate.

Casual Staff

- Casual staff accrue holiday pay based on the hours that they actually work throughout the year.
- This is paid at the end of the financial year or when they cease working for the Council, whichever is the earlier.
- Holiday pay is calculated based on the holiday

Procedure for Obtaining Approval for Annual Leave

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

Sports Complex

In order to accommodate cover required for shifts:-

- All requests for annual leave should be made in writing on the yellow 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 commit him or herself to any leave plans, particularly where a deposit has to be paid.
- The Manager will then transfer the details to the Annual Leave Card of the employee applying for leave and forward this to the Finance Section for recording.
- If leave is refused, the Manager will notify the member of staff within 7 days.

Pre-School

The staff based at the pre-school and tots in the park are not permitted to take holidays during term time.

Due to the nature of the service all holidays must be taken during school holidays.

All Other Service Areas

- All requests for annual leave should be discussed with the employee's Manager 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 Annual Leave Card should the member of staff commit themselves to any leave plans, particularly where a deposit has to be paid.
- When approval has been granted, the Annual Leave Card should be completed, signed by the Manager and forwarded to the Finance Section.
- If leave is refused, the Manager will notify the member of staff within 3 days.

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.