

Annual Leave Policy & Statement



Glapwell Parish Council recognises the importance of annual leave in improving individuals' quality of working life in balancing their personal and working life. In addition, annual leave provides individuals with a chance to relax and recuperate in what can be a hard-working stressful environment.

The aim of this agreement is to provide a uniform and fair approach to the calculation of annual leave and bank holiday entitlements.

The Policy is in accordance with and in some instances in excess of the Working Time Regulations (1998; Amended 2003 & 2007), the Part-time Workers (Prevention of Less Favourable Treatment) Regulations (2000).

The Policy meets the following legal Compliance

- **Statutory Entitlement:**

The policy provides at least the statutory minimum of 5.6 weeks of paid annual leave, equivalent to 28 days for someone working a five-day week.

- **Working Time Regulations:**

These regulations ensure employees have a right to take their leave and that employers inform them when leave cannot be carried forward if not taken by the end of the leave year.

- **Universal Application:**

The right to statutory leave applies to all workers, including employees, part-timers, agency workers, and those on zero-hours contracts.

Scope of Policy

The agreement applies to all staff who will be employed at **Glapwell Parish Council**.

Annual leave year

The annual leave period shall be from 1 April to 31 March each year.

Responsibilities

Staff

It is the responsibility of all staff to:

- give reasonable notice to the Clerk in requesting annual leave;
- ensure that any leave requested is authorised by the Parish Clerk before leave is taken and not assume that individual leave requests will be approved; and
- inform the Parish Clerk as soon as possible in accordance with the sickness reporting procedure if they fall sick during their annual leave.

Parish Clerk

It is the responsibility of the Parish Clerk to:

- ensure that annual leave is managed equitably, balancing the needs of the service and the needs of individual staff, especially over holiday periods;
- Calculate, confirm and authorise annual leave entitlements with the member of staff, as appropriate;
- give clearly explained reasons to the member of staff if their leave request is declined;
- record and monitor annual leave of staff so as to ensure that the appropriate annual leave is taken each leave year and that annual leave carried over or 'banked' is recorded;
- calculate (and re-calculate as appropriate) annual leave entitlements for their staff including part-time staff, and staff whose annual leave entitlement has increased due to length of service or increased or decreased due to a change in hours.
- ensure the Chair and or the Vice Chair, is aware of the Centre Manager's leave.

Chair of the Parish Council

It is the responsibility of the Chair of the Parish Council (or in his/her absence the vice Chair) to:

- approve the holiday entitlement and approve leave taken by the Parish Clerk

Annual Leave Entitlement

Based upon a five-day working week and regular working hours per day.

You will receive a paid holiday entitlement of 5.6 weeks, inclusive of any bank holidays. This equates to 20 days statutory holiday and 8 days public/bank holiday.

An increase of 5 days will be applied following 5 years' continuous service

We will pro-rata that figure where necessary so that holiday entitlement is in proportion to working time during the relevant holiday year.

The public/bank holidays are:

New Year's Day	The last Monday in May
Good Friday	The last Monday in August
Easter Monday	Christmas Day
The first Monday in May	Boxing Day

Christmas and New Year's Day Closure Period

In addition to the Christmas and New Year public holidays, staff are required to take the necessary days from their annual leave, during the closure period.

Calculation of Annual Leave Entitlement

Staff with a regular weekly working pattern with a constant number of hours per day, working a full 5-day week will receive the full annual leave entitlement and are paid their normal pay for the holiday days taken.

Staff working less than 5 days per week will receive a pro-rata number of holiday days based upon the number of days worked per week. For those holiday days they will receive their normal pay.

Carrying over of annual leave

Glapwell Parish Council actively encourages individuals to take all their annual leave entitlement within the year. It is expected that within the annual leave year staff should be provided with the opportunity to take all their annual leave.

In exceptional circumstances up to five days annual leave may be carried forward on agreement of the Parish Clerk and taken in the ensuing leave year.

Sickness occurring during Annual leave

If a member of staff falls sick on annual leave, they should report their sickness and cancel their leave, and arrange for the leave to be taken at some other time.

Sick pay

Employees are entitled to receive sick pay for the following periods:

During 1st year of service 1 month's full pay and, after completing 4 months' service, 2 months' half pay.

During 2nd year of service 2 months' full pay and 2 months' half pay

During 3rd year of service 4 months' full pay and 4 months' half pay

During 4th and 5th year of service 5 months' full pay and 5 months' half pay

After 5 years' service 6 months' full pay and 6 months' half pay

Authorities shall have discretion to extend the period of sick pay in exceptional cases.

Medical appointments

Routine medical appointments with a GP, dentist or optician should generally be booked wherever possible outside working hours. Hospital appointments may be attended in work time. Requests to attend an hospital appointment should be made to the Clerk.

Death in service

Where a member of staff dies whilst working for Glapwell Parish Council, an allowance equivalent to that part of the annual leave entitlement not taken at the date of death shall be paid to the member of staff's personal representative. No deduction from the final salary payment should be made in respect of annual leave taken in excess of entitlement at the date of death.

Holidays taken in hours

For those staff who wish, holidays may be taken in hours.

Unpaid Leave

If a member of staff would like to take a period of unpaid leave, then they should make a request to the Parish Clerk for approval. If the period exceeds 10 days, then the Parish Clerk must obtain approval from the Chairman of the Council or in his/her absence the Vice Chairman

Time off in lieu

There are occasions when through agreement staff will work outside of their normal contracted hours of employment where time off in lieu is taken.

The Parish Clerk will ensure records are kept of all time off in lieu taken and ensure that the time off in lieu is taken at the earliest opportunity and within the holiday year incurred. A maximum of 5 days of Time off in lieu can be carried forward into the next holiday year.

Special leave (Including compassionate)

You may apply for a maximum of 5 days paid leave and 5 days unpaid leave (pro rata for part time employees) in any 12-month period as special leave, for example:

- bereavement;
- dependent leave to care for a dependent where no other immediate care is available
- urgent domestic such as fire, flood or burglary

You may apply for 1 days paid leave (pro rata for part time employees) in any 12-month period as special leave, for:

- Graduation ceremony of son or daughter
- House move

In exceptional circumstances additional unpaid leave can be granted for personal emergencies.

Jury Service

If you are called for jury service, you are paid your normal rate of pay from the Council and should provide evidence to HR Services so that the fee from the Court is deducted. The fee is a standard rate and, depending on grade, can be less than your actual pay. This also applies if you are a witness or subpoenaed. You should code your leave as jury service.

Maternity pay and leave

All employees are entitled to 26 weeks' ordinary maternity leave followed by 26 weeks' additional maternity leave, giving a total of 52 weeks' continuous leave, 'the maternity leave period'.

Payments for employees who have less than 1 year's continuous local government service at the beginning of the 11th week before the due date shall be the employee's entitlement to Statutory Maternity Pay (SMP), where eligible.

Payments for employees who have completed 1 year's continuous local government service at the 11th week before the due date shall be as follows:-

(i) For the first six weeks of absence an employee shall be entitled to nine-tenths of a week's pay offset against payments made by way of SMP or Maternity Allowance (MA) for employees not eligible for SMP.

(ii) An employee who declares in writing that she intends to return to work will for the subsequent 12 weeks' absence receive half a week's pay plus SMP, where eligible, without deduction except by the extent to which the combined pay and SMP (or MA and any dependant's allowances if the employee is not eligible for SMP) exceeds full pay. Alternatively, the equivalent amount (i.e.6 weeks' pay) may be paid on any other mutually agreed distribution. For the remainder of the maternity leave period the employee will receive their entitlement to SMP currently 39 weeks in total), where eligible.

(iii) For employees not intending to return to work payments during their maternity leave period following the first 6 weeks will be their entitlement to SMP (currently 39 weeks in total), where eligible.

Paternity Leave

Paternity leave and pay is available for employees whose partner is having a baby, adopting a child, or having a child through a surrogacy arrangement. Eligibility for Ordinary Paternity Leave (OPL) To qualify for paternity leave:

- Have or expect to have responsibility for the child's upbringing; and
- Be the biological father of the child OR the mother's husband / partner
- Have worked for us continuously for 26 weeks ending with the 15th week before the baby is due, or the end of the week in which the child's adopted is notified of being matched with a child, or the date the child enters Great Britain (overseas adoptions).

Ordinary Paternity Leave You are entitled to:

5 half days with pay to accompany your partner to antenatal appointments (e.g. Relaxation classes, exercise and parent craft classes, medical appointments). These examples are not exhaustive.

10 days leave with contractual pay (pro rata for parttime employees). T

his is regardless of the number of children born as the result of the same pregnancy. All days must be taken within 52 weeks of the date of birth (or if the baby is born early within the period from the actual date of birth up to 52 weeks after the first day of the expected week of birth) or within the placement date for adoptive parents. You do not have to give a precise date when you want to take leave. Instead, you can give the general time (e.g. from the day after the birth or from one week after the birth). You have the right to return to your existing post. You can take your paternity leave in blocks of one week or as individual days spread throughout the 52-weekperiod. Taking your leave in blocks of one week enables the Council to reclaim some of the costs. If you take your leave in this way, you should therefore record it as 'Paternity Leave – Full Week'.

Entitlement on Leaving

Staff who leave will receive 1/12th of their annual leave entitlement for each complete calendar month worked in the current leave year, less any annual leave taken.

Adopted and approved 9th October 2025

Min 258/25 (m)

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