



# **WARWICK TOWN COUNCIL**

## **ANNUAL LEAVE POLICY**

**JULY 2024**

## **1. Annual leave entitlement**

- 1.1** Full-time staff are entitled to 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays).
- 1.2** Part time employees are entitled to an equal amount of holiday pro-rata to the hours they work.
- 1.3** Your line manager will let you know your annual leave entitlement at the start of the annual leave year.

## **2. Leave year**

- 2.1** The leave year runs from 1st April to 31st March. It is your responsibility to manage your leave in such a way that you are able to 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.

## **3. Carrying over leave**

- 3.1** Except in very exceptional rare circumstances i.e. if booked and an agreed period of leave being cancelled at the council's request, during long term sickness absence or due to maternity leave, it is not possible to carry over unused days of leave from one leave year to the next, nor will any payment be made for leave unused at the end of an annual leave year. If , leave untaken at the end of a leave year is lost.
- 3.2** Any leave carried over must be taken within two months of the  
OB.

## **4. Requesting leave**

- 4.1** Holidays must be arranged at the mutual convenience of both you and the Council. You must give the Council reasonable notice of your intention to take your holiday as in paragraph 4.2 below.
- 4.2** Employees are required to give notice if they wish to take a holiday. You should give at least 4 weeks' notice of your intention to take holidays of a week or more and one week's notice is required for odd single days. The Council can refuse permission by giving counter notice at least as long as the leave requested.
- 4.3** You should request leave from the Town Clerk (or in the case of the Town Clerk from the Leader of the Council), 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 employees have or are likely to ask for the same time off (e.g., a popular holiday time).

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

## **5. Sickness during leave**

**5.1** If you become ill during a period of paid annual leave, you must comply with the requirements of the sickness reporting and certification procedure, if you wish to have this sickness period discounted from the period of paid leave taken. It is important that you contact the Town Clerk (or the Leader of the Council in the case of the Town Clerk), on the first day of sickness and keep the council up to date during the period of sickness.

## **6. Payment of annual leave**

**6.1** 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.

## **7. Annual Leave position on termination of employment**

**7.1** 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 based on completed months of service in the annual leave year, 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.

**7.2** 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.

This is a non-contractual procedure which will be reviewed from time to time.