

Cople Parish Council

Annual Leave Policy

1. Annual leave entitlement

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

Part-time employees receive a pro-rated entitlement, of both annual leave and bank holidays, according to their hours of work.

2. Working part-time

If your pro-rataed 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.

3. Variable hours workers

Statutory minimum holiday entitlement is based on 5.6 weeks of holiday per holiday year, including bank and public holidays. Any holiday entitlement over and above 5.6 weeks will be pro-rated based on hours, days, and weeks worked. Where variable hours are worked, the actual weekly holiday entitlement will be calculated on a pro-rata basis depending on the average number of hours worked per week, over a 52-week reference period, excluding any weeks when no work has been undertaken.

4. 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.

5. Carrying over leave

You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council. You may be able to carry additional days where you have been

prevented from taking it in the relevant leave year because you have taken maternity, paternity, adoption, parental or shared parental leave, or if you have been on long term sick leave.

6. Requesting leave

You should request leave from the Chair/Council with as much notice as possible.

Holiday taken without prior approval may be treated as unauthorised absence and may lead to disciplinary action.

7. Sickness during leave

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 Council on the first day of sickness and keep the council up to date during the period of sickness.

8. Payment of annual leave

If you work regular hours or a full year, holiday pay will be the same as the pay you will have received if you had been at work and working.

9. Payment in lieu

The council cannot 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.

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.

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

Adopted on: 20th July 2026