

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



ANNUAL LEAVE ENTITLEMENT AND PAY POLICY

1. Annual Leave Entitlement

The minimum annual leave entitlement plus the 8 bank and public holidays and 2 extra statutory days which must be taken over the Christmas period to normally enable the Council to Offices to be closed for one week between Christmas and the New Year. After five years continuous service the basic annual leave entitlement increases in accordance with the national conditions of employment. With effect from 1 April 2023, the minimum paid annual leave entitlement is increased by one additional working day. Each employee's entitlement is set out in their Principal Statement of Particulars of Employment.

All the above entitlements are pro-rata if working part-time. When required to work on a Bank or Public holiday a day in lieu will be granted.

There is no qualifying period before employees are entitled to paid leave and employees will be paid at their basic salary/wage rate for all authorised absence on annual leave.

The holiday year runs from 1st April to 31st March and holiday may be taken during the year or in special circumstances for a period of five working days held over to be taken during the first week of April only.

Colney Heath Parish Council is closed for the Christmas period so employees must retain sufficient days in their annual leave allowance for the period working days in the between Christmas and the New Year.

2. Applications

All leave must be authorised in advance by the Clerk through submission of the Annual Leave Request Form and may be booked in blocks of not less than 1 day and not more than 10 days in normal circumstances. Longer periods of leave must be agreed with the Clerk but such applications will not be unreasonably refused.

We will try to accommodate all reasonable requests for leave but reserve the right to refuse a request for holiday if it means that we cannot fulfil our operational obligations or it clashes with a prior request from a relevant work colleague.

3. Other Terms

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



If the employment starts or finishes part way through the holiday year, entitlement during that year will be calculated on a pro-rata basis. Upon termination of employment, holiday pay will be paid in respect of any accrued but untaken annual leave, except where gross misconduct is the reason for termination or inadequate notice is given or unauthorised absence occurs during the notice period. Excess annual leave taken at the date of termination will be recoverable from the final salary payment. If the latter is not sufficient the Parish Council will require the employee to reimburse the difference.

If an employee falls sick during any period of holiday, the entitlement during the current leave year will not be lost, provided that the sickness is properly certificated.

Statutory holiday entitlement and proportionate Bank and Public Holidays accrue while an employee is on maternity leave or is exercising any other relevant family right. In the event of death in service, accrued holiday pay will be paid to the employee's estate.

4. Review

The Policy and procedures will be reviewed periodically by the Council to ensure that they are effective and, as appropriate, to reflect any statutory change.

This policy was adopted on 27th February 2023 for a period of 4 years or as legislation changes.