

Annual Leave Allowance

Background

This item was deferred from last month's agenda as further clarification was requested by Council. Consequently, this report has been amended and updated.

By law, employees are entitled to 5.6 weeks' paid holiday ('statutory annual leave') a year. 5.6 weeks' statutory holiday is usually made up of: 20 days = 4 weeks + 8 days (which can be the year's bank holidays) = 1.6 weeks¹. All staff receive the statutory entitlement.

The Issues

- There is a discrepancy in the basic annual leave allowance between staff. There are several reasons for this which have developed over a period and have not been addressed.
- The Parish Council does not observe the negotiation body for local government employees, the National Joint Council (NJC) for pay and terms and conditions. It is not obliged to and recently this has been to the benefit of the permanent members of staff in respect of the recent pay settlement. However, an area where the Parish Council falls behind is annual leave allowance.

Options

- 1) Do nothing and allow the discrepancy to continue
- 2) To adopt NJC terms in respect of annual leave and increase the current basic annual leave allowance to 22 days plus the bank holidays and for those with 5 years of continued service the annual leave allowance increases to 25 days plus the bank holidays.
- 3) To adopt the NJC terms in respect of annual plus a discretionary 2 days annual leave to facilitate a close down over Christmas and the New Year. This would increase the basic annual leave allowance to 24 days plus the bank holidays. For those with 5 years of continued service the annual leave increases to 27 days plus the bank holidays.
- 4) Set a revised holiday allowance of the Parish Council's choosing

Considerations

- It could be argued why increase the annual leave allowance when most of the staff carried over annual leave into the new annual leave year. However, many staff carrying over holidays joined the Council part way through the year. Plus the past couple of years have been atypical because of Covid which has proved to be resource intensive.
- It is in the Council's interest that staff are encouraged to take regular breaks and use their holidays throughout the year

¹ Source ACAS

Notes

- All staff work part-time therefore annual leave is on a pro-rata basis

Recommendation:

As a temporary member of staff, although the Council's decision will have no bearing on my circumstances, I am reluctant to make a specific recommendation, but I offer the following guidance:

- Do something rather than nothing because in this increasing competitive employment world, the Parish Council's annual leave allowance is out of kilter with its contemporaries.
- As part of the Parish Council's advertisements for a new Clerk and Responsible Financial Officer it speaks of being a good employer and conducting an HR review of terms and conditions. Making a change now will signal the Parish Council's intent.