



Leave Policy

Annual Leave

Clipstone Parish Council takes a positive view on work and life balance issues and believes that members of staff should take responsibility for regularly taking annual leave to ensure their own health, safety, and wellbeing in accordance with the Working Time Directive.

Annual leave entitlement will be agreed when a member of staff starts work. Once a member of staff starts work details of holidays and holiday pay entitlement will be included in the employee's written contract.

In order for the Council's functions to be effectively managed, annual leave must only be taken with the Clerk's approval. Members of staff must give as much notice as possible when requesting annual leave, a minimum requirement is three weeks' notice of planned holidays. Any holiday requested with less than three weeks' notice will be considered by the Clerk but may not be granted.

A holiday chart will be kept up to date by the Clerk for each member of staff and requested holidays must be authorised by the Parish Clerk (or the Responsible Financial Officer, for the Clerk if they are unavailable) before they can be taken.

The annual leave year runs from 1st April to 31 March. Planned holiday will take account of the bank holidays in standard years (Good Friday, Easter Monday, May Day, Whitsun, August, Christmas Day, Boxing Day and New Year's Day). All members of staff are entitled to paid bank/public holiday leave.

Booking Holidays

Members of staff with the same job or function and/or in the same team will not be granted leave at the same time. Holidays will be granted on a 'first-come, first-served' basis and will be granted at the discretion of the Parish Clerk. Holidays cannot be taken in blocks of more than 2 weeks unless by prior (four weeks in advance) approval of the Council.

Carry Over of Annual Leave

It is encouraged that all annual leave should be taken in the leave year which it is accrued. In exceptional circumstances, a maximum of five days' leave (pro rata) can

be carried over into the next leave year with the permission of the Parish Clerk. Any carried over leave must be planned by the end of April in the new holiday year.

Other Types of Leave

Jury Service

Paid leave of absence will be granted for members of staff undertaking jury service. Where an allowance is claimable for loss of earnings, the member of staff should claim this and pay the allowance to the Council.

Additional Leave

Additional leave without pay may be granted in exceptional circumstances at the discretion of the Clerk (or the Responsible Financial Officer, for the Clerk if they are unavailable). Leave will only be granted if there are sufficient staff members remaining in work to fulfil essential Council duties.

Parental Leave

This will be offered as appropriate in line with government legislation.

Time Off for Dependants

Under the Employment Rights Act 1996, all members of staff (regardless of their length of service) have the right to take a reasonable amount of unpaid time off work in order to deal with particular unexpected emergencies affecting their dependants.

A dependant is:

- A spouse
- A civil partner
- A child
- A parent
- A person who lives with the member of staff other than as their tenant, lodger, or boarder
- Any other person who would reasonably rely on the member of staff for assistance if they fell ill or were injured or assaulted, or who would rely on the member of staff to make arrangements for the provision of care in the event of illness or injury or in relation to the disruption or termination of care for a dependant or any other person who reasonably relies on the member of staff to make arrangements for the provision of care.

Under this provision, a member of staff is entitled to take time off work:

- Where a dependant falls ill, gives birth, or is injured or assaulted
- To provide assistance following the death of a dependant;

- Where there has been an unexpected disruption to, or termination of, the arrangements for the care of a dependant
- To deal with an emergency relating to a child of the employee that occurs unexpectedly at the child's school.

Although there is no requirement to give notice, the member of staff must, as soon as possible, inform the Clerk the reason for their absence and how long they expect to be away from work. A reference in this section to illness or injury includes a reference to mental illness or injury.

Absence Management Review

Absence and leave outside of the annual leave entitlement will be documented. In cases where 3 instances or more absences occur within a 12 month period, an absence management review will be triggered. Continued instances of absence (outside of the annual leave entitlement) will be reviewed by the Personnel Committee and may result in disciplinary action.

Recommended by Personnel Committee: 08 March 2023

Adopted by Council: XX YYYYYYY ZZZZ