



ALDERHOLT PARISH COUNCIL LEAVE POLICY

Annual Leave

Your paid leave entitlement is set out in your contract of employment. This may be amended and/or supplemented from time to time. Part time employees receive a pro-rata entitlement according to their hours of work.

Requesting Annual Leave

You should request leave from the Clerk (in the case of the Assistant Clerk) or the Staffing Committee Chairman (in the case of the Clerk), 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

The Council will balance your needs against the needs of other staff before agreeing to leave. The Council reserves the right to refuse an application for leave or time off if it is necessary to maintain appropriate levels of service. Such a decision should be reasonable in all of the circumstances. If you take leave without such permission, it will be treated as unauthorised absence and dealt with under the Disciplinary Procedure.

Annual Leave Entitlement

- 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.
- The leave entitlement of part-time employees is calculated pro rata of the full-time equivalent hours. For full time employees this is 37 hours. When calculating part-time leave taken, a day's leave is only the number of hours that normally would have been worked on that day.
- As per your contract you are entitled to bank and public holidays.
- Up to 5 days unused annual leave may be carried forward into the next leave year subject to approval from the Staffing Committee as per your contract.
- If you become ill during a period of paid annual leave, you must comply with the requirements of the sickness reporting and obtain a medical certificate from

- your GP, if you wish to have this sickness period discounted from the period of paid leave taken. It is important that you contact the Clerk (or the Council in the case of the Clerk), on the first day of sickness and keep the council up to date during the period of sickness.
- 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.
- If you leave during the course of a leave year, you should use up any remaining leave prior to your last working day. If there are valid reasons why you cannot take any outstanding accrued leave before your last day, you will receive a payment in lieu of the untaken 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. 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.

Maternity/Paternity/Adoption Leave

The Council recognises the statutory entitlement for maternity, paternity and adoption leave as stated in your employment contract.

Unpaid Parental and Emergency Dependent Leave

The Council recognises employees' rights to unpaid parental and dependent leave. As soon as is reasonably practicable in the circumstances, contact the Clerk or Staffing Committee Chairman by telephone to explain the circumstances, and if possible, an indication of the length of time-off you are likely to need in order to make alternative arrangements. If the Clerk or Staffing Committee Chairman is unavailable you must contact another councillor instead.

Emergency leave is only intended to cover unplanned absence to attend to urgent or serious situations affecting your immediate family or dependants.

Jury Service

The Parish Council permits the granting of leave to attend court subject to having considered the implications of the employee's release for attendance on the operational capability of the Council. Any leave to serve as a juror, will be unpaid leave.

Adopted: 8th September 2025 (Min 171/25)

To be Reviewed September 2027