



Midhurst Town Council

The Old Library, Knockhundred Row, Midhurst, West Sussex, GU29 9DQ

MIDHURST TOWN COUNCIL ANNUAL LEAVE POLICY

Annual leave entitlement	2
Working part-time	2
Leave year	2
Carrying over leave	2
Requesting leave	2
Sickness during leave	3
Payment of annual leave	3
Payment in lieu	3



Midhurst Town Council

Annual leave entitlement

Your paid leave entitlement is set out in your contract of employment. The minimum paid annual leave entitlement is twenty-two days (22) with a further three days after five years of continuous service in addition to 8 Bank holidays. Part time employees receive a pro-rated entitlement according to their hours of work. After five years of continuous council work, you are entitled to five (5) week's annual leave.

Working part-time

If your entitlement to Bank Holidays exceeds the number 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, you may be able to work additional hours to make up the deficit or take unpaid leave.

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 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.

Carrying over leave

In agreement with the Clerk, Midhurst Town Council allows five days of annual leave to be carried over from one leave year to the next. Payment will not be made for leave unused at the end of a leave year.

Requesting leave

You should request leave from the Clerk, completing the Holiday Request form. To allow the clerk to plan workloads and arrange for cover you are required to give a minimum of:

- One (1) weeks' notice for one (1) week's leave
- One (1) months' notice for two (2) weeks or more leave.

Before granting leave, we will consider;

- The team's workload,
- The need for office or team cover, and,



Midhurst Town Council

- Whether other staff have or are likely to ask for the same time off (e.g. a popular holiday time).

The council will balance your needs against the needs of other staff before agreeing to leave. If you take leave without such permission, it will be treated as unauthorised absence and dealt with under the Disciplinary Procedure.

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

Payment of annual leave

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.

Payment in lieu

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 every five years.

Date of Policy: March 2021

Approved: FAP Committee meeting: April 2021

Review Date: 2026

Melanie Kite – Town Clerk

Based on National Association of Local Councils (NALC) Model Policy 2019