

1. Annual leave, bank holidays & purchasing additional leave

Annual Leave

All workers accrue annual leave based on their hours of work. For information on how to manage leave, calculating annual leave and all other queries/processes relating to annual leave and/or bank holidays, please refer to the Annual Leave Guidance for Managers and Employees on the intranet.

All employees ~~working a pattern other than 7 hours 24 minutes per day, Monday to Friday,~~ will receive their entitlement in hours and minutes. All leave is pro rata for part time workers, and/or part years. The annual leave year is the workers birth month for 12 months.

Employees are expected to take their annual leave in hours and minutes. Employees can take any amount of leave up to their contractual hours of work for that day. When an employee is taking one week off they will be expected to take off the equivalent contractual hours for that week in leave e.g. if your contractual hours are 20 hours per week you will be expected to take 20 hours annual leave. Managers should approve requests for annual leave in line with business needs and requirements.

Bank Holidays

Full time and part time staff are entitled to statutory bank holidays. Part time staff are entitled to bank holidays pro rata to their hours worked. ~~and will receive at least the minimum entitlement or the number they work — whichever is greater. Please use the annual leave calculator attached to the Annual Leave Guidance for Managers and Employees to calculate a workers bank holiday allowance, should they be part time or have a working pattern that requires some bank holiday working.~~

Extra Statutory Leave

Full time and part time staff are entitled to **22 hours 12 minutes (pro rata to average contracted hours)** ~~3 extra statutory days~~ in addition to the normal leave entitlement. In appropriate circumstances the council will determine, in consultation with the recognised trade unions, when extra statutory days are to be taken.

Purchasing Additional Leave

Employee may purchase an additional 296 hours (pro rata for part time employees) 40 working days (equivalent to a maximum of 8 weeks of average contracted hours) within one leave year. Payment will be taken out your salary by payroll. For more information or to request to purchase additional leave, please see the Annual Leave Guidance for Managers and Employees.

Annual Leave and Relief/Supply/Casual Workers

The Working Time Regulations 1998 states that “a worker is entitled in each leave year to a period of leave” which means that all employees and relief/supply workers of the council are entitled to receive annual leave proportionate to their hours worked. For more information on how this is calculated, please see the Annual Leave Guidance for Managers and Employees.

End of leave year carry over

The maximum automatic carry over is 74 hours (Pro rata for part time employees). This is equivalent to two weeks of average contracted hours (i.e. 74 hours for full time employees). This annual leave must be taken during the leave year it is carried into.

~~The maximum automatic carry over is 5 days. This is equivalent to one week of average contracted hours and includes any remaining bank holiday hours. This annual leave must be taken during the leave year it is carried into.~~
~~In exceptional circumstances and only with approval from the Head of Service, an employee may carry over up to the equivalent of two weeks of average contracted hours (i.e. 10 days for full time staff). This must be approved in writing and sent into HR within 3 months of the end of your leave year. For Heads of Services' this approval must come from the Director, and for Directors approval must come from the Chief Executive.~~

If at the end of the leave year, an employee has more than the amount stated above left, all of this excess annual leave will be lost. Employees must not be paid in lieu for excess annual leave, nor can it be carried over or converted to another form of time off, e.g. TOIL or Flexi.