



Axminster Town Council



AXMINSTER TOWN COUNCIL LEAVE POLICY

1. Purpose and scope

We encourage all employees to take their full contractual allowance to annual leave. The purpose of this policy is to set out how to agree absences with your manager and how the Council will deal with requests in a fair and consistent manner.

This policy applies to all employees. This policy does not form part of our employment contracts and we may amend it at any time.

2. Council holiday year

The Council's holiday year runs from 1 January to 31 December.

3. Annual leave allowance

Your Annual Leave allowance is confirmed in your contract of employment.

During your first and last year of service your annual leave allowance will be reduced accordingly on a pro rata basis.

4. Booking annual leave

Annual Leave must be arranged in advance of the period of absence. This gives the Council time to ensure workloads can be properly covered during your absence or that it doesn't clash with an important colleague.

You will need to obtain approval from your manager, by completing The Axminster Town Council annual leave request form (Appendix 1).

If you are off work without first obtaining approval from your manager it will be treated as an unauthorised absence.

The Council will make every effort to accommodate your request for holiday. To be fair to all employees, requests will be dealt with on a first come first served basis, and subject to the operational needs of the Council.

5. Extended periods of annual leave

Extended periods of absences can be more difficult for the Council to organise around operational needs, please discuss with your manager if you would like to take time off greater than two (2) weeks.

6. Carrying over annual leave

For the purposes of maintaining a healthy work / life balance you should aim to take all your annual leave during the year in which it is earned. Where this is not possible the Council will allow you to carry forward a maximum of three (3) days until the next year.

These carried forward days must be taken within the first three (3) months of the following year.

No payment will be made for any unused annual leave entitlement at the end of the holiday year except on termination of employment.

If you're unable to take your full allowance in the year due to already being off work from sickness, injury or maternity then in line with legal requirements you may be able to carry this forward into the following year.

7. Sickness absence and holidays

If you are sick during a period of approved holiday leave, any days covered by a medical certificate may be converted to sickness absence and your holiday entitlement credited for the affected days. Our Sickness Absence procedures will still apply and failure to comply with this procedure may result in you forfeiting the right to have your holiday reallocated to be taken at another time.

8. Family leave and annual leave

For the purposes of this policy, family leave includes: maternity leave; paternity leave; adoption leave; parental leave; and shared parental leave.

You will continue to accrue annual leave as normal during periods of family leave.

9. Compassionate leave

You may be granted compassionate leave for reasons such as (but not exclusively) family bereavement and other personal circumstances deemed suitable by your line manager. Bereavement leave of absence will normally be allowed for direct family members and you may be required to take annual leave for persons not considered direct family.

10. Issue resolution regarding leave entitlement

In the event of there being a dispute or disagreement regarding leave entitlement with such as but not exclusively, actual entitlement, days taken/remaining, allowances, etc. the employee may raise the issue to their line manager's scaler for resolution. In the event that the employee remains unsatisfied with the outcome, they may invoke further investigation through Axminster Town Council's Grievance procedure.

11. At the end of your employment

The Council may require you to take any accrued but untaken annual leave allowance during your notice period. Alternatively, the Council may pay you in lieu of any unused annual leave accrued during the current holiday year. This can be agreed at the time.

If, on termination of your employment, you have taken more annual leave than accrued in that holiday year, the Council is entitled to deduct the value of the unearned annual leave from any final payment of salary to be made to you.



Axminster Town Council



AXMINSTER TOWN COUNCIL LEAVE OF ABSENCE REQUEST FORM

To be completed by the Employee

I requests annual leave from
..... / /..... to / /.....

Being a total of days

Signed (Employee)

-----“-----

To be completed by the line manager

The above leave of absence has been approved / refused (*delete as necessary. Refusal of leave request must be discussed with the employee.*)

This employee now has day remaining from their annual leave entitlement.

Signed (Line Manager)

Note:

A copy of this form is to be sent to the Employee and another retained their personnel file.