



Leave Policy

Lostwithiel Town Council

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1 Annual Leave

Lostwithiel Town Council is committed to helping its employees to achieve a good work-life balance. Employees are expected to take their full leave entitlement each year to ensure that they have regular breaks from work.

To help achieve this:

- Every effort will be made to agree leave requests, subject to reasonable notice and operational need.
- Leave requests will be considered fairly, promptly and consistently
- Leave should be taken regularly throughout the year.

Annual leave must only be taken with the approval of the Town Clerk. Employees are asked to submit their annual leave requests in March annually, changes to these initial requests can be made at any time during the year however in most circumstances the Town Clerk will require two weeks' notice to consider requests. In exceptional circumstances and at the Clerk's discretion, this notice period may be waived. The Council needs to plan workloads and as a result, with the exception of the Christmas – New Year office closure the Town Clerk and Assistant Town Clerk cannot take leave at the same time similarly the Senior Administration Assistant and the Library/Administration Assistant will not be granted leave at the same time. Normally not more than 10 working days leave may be taken consecutively. Leave of more than 10 consecutive days requires sanction from the Staffing Committee. A written request should be submitted to the Clerk who will seek approval.

The entitlement to paid leave is set out in Employment contracts.

2 Leave Year

The annual leave year runs from 1 April to 31 March. Employees who join and/or leave the Council during the annual leave year will receive a holiday entitlement proportionate to their completed service during the leave year. In the event of the employee leaving the Council, payment for any leave which has been taken in excess of their accrued part year entitlement will be deducted from the final wage payment.

3 Bank/Public Holidays

All employees are entitled to paid bank/public holiday leave. The Council recognises eight bank holidays during the year, although the dates of these may vary from year to year.

Part-time employees have a pro rata entitlement to bank/public holiday leave. This is calculated with reference to the annual entitlement of a full-time employee.

4 Carry Over of Annual Leave

All annual leave should be taken within the leave year. However, subject to prior approval from the Clerk, employees can carry the equivalent of one week over to the next leave year. Any further leave should this not be taken at the end of a leave year is lost.

5 Sickness during Leave

If an employee is sick whilst on annual leave, the time lost due to sickness can be reclaimed if the Town Clerk is contacted on the first day of sickness. Employees must submit self certification forms and/or medical fit notes to cover the duration of sickness absence.

6 Additional Leave

Additional leave with or without pay may be granted in special circumstances at the discretion of the Staffing Committee. A written request should be submitted to the Clerk who will seek approval.

Appendix 1 Leave request form

Annual Leave request form

Please return completed forms to the Town Clerk at least 14 days in advance of the requested leave period.

Leave should not be taken until approval has been confirmed

Employee Name: _____

I wish to request leave from my annual entitlement as follows:

My proposed leave dates: _____
(inclusive)

Total number of working days is: _____

Signed: _____ Date of request: _____

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Annual Leave Request Confirmation

Above leave request approved:

Above leave request declined:

Reason for decline of leave request:

Signed: _____ Approval Date: _____