



# St Stephen in Brannel Parish Council

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## Annual Leave Policy<sup>1</sup>

### Introduction

St Stephen in Brannel Parish Council is committed to helping its employees to achieve a good work-life balance. This policy aims to ensure employees take regular breaks from work in the form of paid annual leave (i.e. holidays) to help manage that balance.

Employees are expected to take their full leave entitlement each year to ensure they have regular breaks from work. To help achieve this:

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

### Leave Year

The annual leave year runs from 1st April to 31st March.

### Entitlement

The calculation of annual leave commences from the first day of employment.

Employees are entitled, in addition to the normal bank and public holidays, to 22 working days' leave in each leave year (pro rata for part time employees).

In addition to normal bank and public holidays, employees are entitled to two extra statutory days.

Annual leave entitlement will increase to 25 working days per year (pro rata for part time employees) when the employee has five years' continuous service immediately prior to the commencement of the leave year.

If employment commenced or terminates part way through the leave year, leave entitlement will be calculated on a pro rata basis.

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<sup>1</sup> Adopted by Full Council at their meeting held on Wednesday 3<sup>rd</sup> February 2021 under minute number FPC46/21. Due for review in 2024.

In the event of the employee leaving, any leave which has been taken but not 'earned' will normally be deducted from the final wage payment.

### Public Holidays:

Employees shall, irrespective of length of service, be entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur.

### Carrying Forward Annual Leave

All leave should be taken within the current leave year. However, subject to prior approval from the Clerk, employees can carry the equivalent of one week over to the next leave year. For example, if you work three days a week, you can carry forward the equivalent of these three days in hours. This time must be used by 31 March or it will be lost.

Employees can't carry over a negative leave balance to the following year. For example, you can't borrow leave from the next leave year to make up for having taken too much leave in the current one.

In exceptional circumstances and with the agreement of the Staffing Committee, employees may be able to carry forward more than one week, if:

- you have been on long term sick leave and couldn't take your annual leave
- you have been on maternity, adoption or shared parental leave and weren't able to take your leave before the end of the leave year
- an exceptional business need precluded you from taking your leave that year.

### Sickness During Leave

If you are sick while on annual leave, you can reclaim time lost due to sickness if you let your manager know on the first day of sickness. You must submit self certification forms and/or medical fit notes to cover the duration of your sickness absence.

### Booking Annual Leave

At least two weeks' notice of annual leave is required and may only be taken through arrangements made and agreed with the Clerk. In exceptional circumstances and at the Clerks discretion, the notice period may be waived.

Annual leave should be booked by completing the relevant form and submitting to the Clerk for approval. Leave should not be taken until approval has been confirmed.

Normally not more than 10 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.

Other Additional annual 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.

Any queries on the content of this policy should be directed to the Clerk in the first instance.