



Barrowby Parish Council

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Leave / Annual Leave Policy

Document control

- **Owner:** Staffing Committee
- **Responsible officer:** Clerk / Proper Officer
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- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Staffing for formal adoption at Parish Council
May 2027

1. Purpose

- 1.1 This policy sets out the Council's arrangements for annual leave and related time off.
- 1.2 The Council recognises the importance of rest and aims to manage leave fairly, consistently and in accordance with legal requirements.
- 1.3 This policy is non-contractual. Contractual holiday entitlement for each employee will be confirmed in the contract of employment or statement of particulars.

2. Scope

- 2.1 This policy applies to all employees of Barrowby Parish Council.
- 2.2 It does not apply to councillors, volunteers or self-employed contractors.

3. Legal framework and minimum entitlement

- 3.1 Workers are legally entitled to a minimum of 5.6 weeks' paid annual leave in each leave year. For an employee who works five days per week, this is equivalent to 28 days' paid leave. Bank holidays may form part of that statutory minimum entitlement
- 3.2 Contractual leave entitlement for employees will be as set out in the contract of employment and may increase with continuous local government service where applicable.
- 3.3 The Council will calculate entitlement for part-time employees on a pro rata basis.
- 3.4 For irregular-hours or part-year workers, entitlement and holiday pay will be calculated in line with the applicable legal rules for the relevant leave year. Since the 2024 reforms, some such workers accrue holiday at 12.07% of hours worked where the rules apply.

4. Leave year

- 4.1 The Council's leave year runs from [1 April to 31 March] unless otherwise stated in the employee's contract.
- 4.2 Where employment starts or ends part way through a leave year, holiday entitlement will be calculated on a pro rata basis.

5. Bank holidays and public holidays

- 5.1 The treatment of bank holidays will be as stated in the employee's contract.
- 5.2 Depending on contractual wording, annual leave may be:

- inclusive of bank holidays; or
- annual leave plus bank holidays.

5.3 Part-time employees should not be treated less favourably because they do not normally work on a Monday or another day on which a bank holiday falls. Entitlement should therefore be managed on a pro rata basis in hours or days, according to the employee's working pattern.

6. Requesting annual leave

6.1 Employees should request annual leave in advance through the Council's normal leave request process.

6.2 Requests should normally be made with as much notice as reasonably practicable and, where possible, at least:

- twice the length of the period of leave requested; or
- such other notice as the Council may reasonably require for operational planning.

6.3 Leave is not authorised until approved by the designated manager.

6.4 The Council will try to accommodate requests wherever possible, but may refuse or propose alternative dates where there are genuine operational reasons.

6.5 Employees should not commit to travel or other arrangements until leave has been approved.

7. Approval of leave

7.1 Leave approval will take account of:

- service needs;
- existing leave bookings;
- staffing levels;
- important meetings or deadlines; and
- fairness to other employees.

7.2 The Council may place reasonable limits on the amount of leave taken at one time or on when leave can be taken, provided this is done fairly and lawfully.

7.3 For the Clerk, leave should normally be approved by the Chair of the Staffing Committee or other nominated councillor under the Council's agreed arrangements.

8. Taking leave

8.1 Employees should take their holiday within the relevant leave year.

8.2 The Council encourages employees to take regular leave for rest and wellbeing.

8.3 Where practicable, employees should spread leave across the year and avoid building up large untaken balances.

9. Carrying forward leave

9.1 The general rule is that annual leave should be taken in the leave year in which it accrues.

9.2 Up to 5 days may be carried forward to the next leave year with prior management approval where:

- operational demands prevented leave being taken; or
- there is another good reason agreed by the Council.

9.3 Carry-forward should normally be used by [30 June] in the following leave year unless otherwise agreed.

9.4 The law also allows carry-over in some situations, including where leave could not be taken due to sickness absence, maternity or other family-related statutory leave, and in certain circumstances for irregular-hours and part-year workers under the updated rules.

10. Sickness during annual leave

10.1 If an employee becomes sick during a period of annual leave, the employee should notify the Council as soon as reasonably practicable.

10.2 The Council may require appropriate evidence, such as a fit note, particularly where the employee seeks to reclaim annual leave.

10.3 Subject to satisfactory evidence, the affected period may be treated as sickness absence rather than annual leave, in accordance with legal requirements and the Council's Sickness Absence Policy.

11. Annual leave during sickness absence

11.1 Employees continue to accrue statutory annual leave during periods of sickness absence.

11.2 Employees may request to take annual leave during sickness absence if they wish, subject to normal approval arrangements where relevant.

11.3 Where annual leave cannot be taken because of long-term sickness absence, the Council will allow carry-over in accordance with the law.

12. Family leave and other statutory leave

12.1 Employees will continue to accrue statutory annual leave during statutory family-related leave, including maternity, adoption, shared parental and other relevant statutory leave.

12.2 The Council will allow carry-over where required by law if annual leave cannot reasonably be taken due to such leave.

13. Public duties and other time off

13.1 Requests for other forms of time off, including dependants' leave, jury service or public duties, will be managed in accordance with the employee's contract and relevant legal requirements.

13.2 Unless otherwise stated, this policy covers annual leave only and does not create any additional contractual right to paid time off for other reasons.

14. Holiday pay

14.1 Holiday pay will be calculated in accordance with the law and the employee's contractual terms.

14.2 For workers with normal working hours and fixed pay, holiday pay will normally reflect normal basic pay.

14.3 For workers whose pay varies, holiday pay will be calculated using the legally required method.

15. Leaving employment

15.1 On termination of employment, employees will normally be entitled to payment for accrued but untaken holiday.

15.2 If an employee has taken more holiday than accrued at the date employment ends, the Council may deduct the excess from final salary where the contract permits.

16. Equality and fair treatment

16.1 This policy will be applied fairly and consistently.

16.2 The Council will not discriminate unlawfully in the operation of this policy and will consider reasonable adjustments where appropriate.

17. Record keeping

17.1 The Council will keep appropriate records of annual leave taken and outstanding balances.

17.2 Records will be handled in accordance with data protection requirements. policy will be reviewed annually or earlier if legislation or guidance changes.

18. Monitoring and review

This policy will be reviewed periodically to ensure compliance with current legislation and best practice.