



## BODMIN TOWN COUNCIL

### ANNUAL LEAVE & ABSENCE POLICY

#### 1. Introduction

##### 1.1 Policy Statement

The purpose of this policy is to ensure that all members of staff to have access to information relating to leave entitlement and to the steps that they must follow when absent from work.

##### 1.2 This policy covers:-

- Sickness Absence
- Annual Leave
- Compassionate Leave
- Family Support/Emergency Leave
- Time off in Lieu (TOIL)
- Exceptional Weather Conditions
- Dentist/Doctor/Hospital Appointments
- Maternity Leave
- Paternity Leave
- Adoption Leave

#### 2. Sickness Absence

2.1 Please refer to the Council's Sickness Policy for further information on sickness absence.

#### 3. Annual Leave

3.1 The standard paid annual leave entitlement for full time permanent staff as agreed by the Council is 23 working days plus bank holidays. Annual leave entitlement for part time staff is calculated on a pro rata basis and converted into hours.

In accordance with the National Joint Council (NJC) Guidelines, part time members of staff will be advised of their Bank Holiday entitlement, calculated on a pro rata basis and will need to book time off accordingly dependant on their normal working week). Any employee required to work on a Bank Holiday will be permitted to take Time Off In Lieu at a later date, as agreed by their Line Manager.

After five years continuous service within local government, an additional four days leave per year is granted.

3.2 The leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Staff are expected to take all leave within that period and to plan to take leave on a regular basis, rather than accumulating a large amount towards the end of the leave year.

In exceptional circumstances it may be possible to carry forward the equivalent of one week of leave e.g. five days for a full-time member of staff or the equivalent working week for a part-time member of staff. Requests to carry forward more than five days holiday due to extenuating circumstances, e.g. where it has not been possible to take holiday due to the operational demands of the Council, will be considered on a case by case basis by the Town Clerk.

All leave is expected to be taken between these dates. In the first and last year of employment the entitlement is calculated in proportion to the completed months of service during the leave year.

If an employee has been prevented from taking their full leave entitlement by reason of sickness they will be permitted to carry over any outstanding leave from their statutory entitlement to the following year. Any leave the employee may have accumulated in addition to the statutory entitlement will be written off.

- 3.3 It should be noted that all requests for Annual Leave are at the discretion of the line manager with consideration to the operational demands of the Council, including staffing provision for civic events in the Council calendar.

Any request for Annual Leave exceeding 10 days (or 2 calendar weeks) will be considered by the Town Clerk and any request for Annual Leave exceeding 15 days will be considered by Full Council or the Finance, Staffing & Performance Management Committee.

No more than two Senior Officers shall be authorised to take annual leave at the same time, other than in exceptional circumstances and excluding the Town Clerk & DCE. Such exceptional circumstances should be referred to the Finance, Staffing & Performance Management Committee or Full Council for consideration where possible/appropriate or, if a request does not fit with the meeting cycle, should be referred to the Mayor or, in the Mayor's absence, the Deputy Mayor or Chair of the Finance, Staffing & Performance Management Committee for consideration with the exception of Christmas, for which there is a pre-existing arrangement.

- 3.4 Any member of staff leaving the employment of Bodmin Town Council must ensure that, in consultation with their line manager, any outstanding leave entitlement is taken before the date they leave. If the employee has taken less than their calculated entitlement, a payment in lieu of untaken leave will be made only in the case of redundancy or where operational requirements have meant it has not been possible to take the outstanding leave.

Where an employee has taken leave in excess of their entitlement by the date their employment is terminated, an appropriate adjustment will be made to their final instalment of salary.

#### 4. **Compassionate Leave**

- 4.1 Compassionate leave is at the overall discretion of the Town Clerk. However, in order to achieve consistency in general paid leave will be granted as follows:

- For the death of a close family relative i.e. spouse, partner, civil partner, father, mother (or equivalent in laws) or son or daughter, up to three days paid leave (reduced pro-rata for part time working) will be granted.

The Town Clerk will consider the individual circumstances, including consideration to whether the individual has to organise funeral arrangements, in which case a further two days will be granted for this purpose.

- 4.2 One additional day of paid leave will be granted for attendance at the funerals of other close family members.

#### 5. **Family Support/Emergency Leave**

- 5.1 Examples of when emergency leave will be appropriate are set out below:-

- To provide assistance on an occasion when a dependent falls ill, is injured, assaulted etc.
- To make arrangements for the provision of care for a dependant who is ill or injured. (illness

also includes mental illness or injury)

- On the occasion of an unexpected disruption or termination of arrangements for the care of a dependent.
- To deal with an incident which involves a child of the employee and which occurs unexpectedly during a period which an educational establishment which the child attends is responsible for him/her.

However, employees should be aware that for the circumstances listed above, the Council would expect employees to use their TOIL or annual leave entitlement, subject to the usual approval process, to offset the need to take unpaid leave.

5.2 The Town Clerk has overall discretion concerning additional leave allowance in exceptional circumstances, giving consideration to the needs of the individual member of staff at the time of the request and the ongoing operational efficiency of the Council. The right to time off for dependants is contained in s.57A of the Employment Rights Act 1996.

5.3 Employees should be aware that, on their return to work, the line manager will enquire into the background to requests for time off at short notice; abuse of the right may lead to action under the Council's disciplinary procedures.

## 6. **Time Off In Lieu (TOIL)**

6.1 Please refer to the Council's TOIL Guidelines for further information.

## 7. **Exceptional Weather Conditions**

7.1 In the event of severe weather conditions, where it may be unsafe for employees to travel to work, the Council would expect employees to utilise Annual Leave or TOIL for those days absent, or undertake work from home where that is appropriate.

7.2 Employees who attend work during days of inclement weather will be granted a standard day regardless of whether they complete a full day of work. This decision will be at the discretion of the Town Clerk who will consider the individual circumstances of the employee.

## 8. **Dentist/Doctor/Hospital Appointments**

8.1 Employees attending dentist, doctor or hospital out-patient appointments will not be granted paid time off and will need to use TOIL or Annual Leave. In-patient appointments or procedures taking the whole day will be treated as per sick leave above.

8.2 Necessary paid time off will be granted for the purpose of cancer screening.

## 9. **Maternity Leave**

9.1 Please refer to the Council's Maternity Policy for further information.

## 10. **Paternity Leave**

10.1 Please refer to the Council's Paternity Policy for further information.

## 11. **Adoption Leave**

11.1 Please refer to the Council's Adoption Policy for further information.

## 12. **Review**

- 12.1 This policy will be reviewed regularly (not less than annually) and amended as necessary based on good practice or evidence taken forward.

## 13. **Alternative Formats**

- 13.1 The Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a ‘talking book’ can be made available for those with sight impairment on request from the Council Office or by telephoning 01208 76616 or e-mailing [policy@bodmin.gov.uk](mailto:policy@bodmin.gov.uk)
- 13.2 The Council can also arrange to provide versions in other languages for staff whose first language is not English.

## 14. **Freedom of Information**

- 14.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website [www.bodmin.gov.uk](http://www.bodmin.gov.uk) and copies of this document will be available for inspection on deposit in the Council Office.

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