

# BINGLEY TOWN COUNCIL



Bingley Town Council, The Hub, Myrtle Place, Bingley, BD16 2LF

## Leave Policy

**Date of review: 28<sup>th</sup> March 2023**

**Next review date: 1<sup>st</sup> March 2024**

### **Except in cases where individual contracts of employment state otherwise**

The calculation of leave starts on the first day of April and is worked out pro rata if an employee starts at a different point in the year.

Employees are entitled in addition to the normal bank and public holidays to 25 working days' leave (pro rata for part time staff).

Leave entitlement increases to 28 working days per year (pro rata for part time employees) when not less than 5 years of continuous service immediately prior to the commencement of the leave year has been completed.

For employees joining the council from another authority or another public qualifying body, previous service will be taken into account when calculating holiday entitlement.

For employees whose employment starts or finishes part way through the leave year, holidays during that year will be assessed on a pro rata basis. On termination of employment, deductions from final salary due will be made in respect of any leave taken in excess of entitlement.

Leave must be taken at times agreed by the employee and his/her line manager.

Employees should complete the holiday record spreadsheet on the shared drive.

The Town Clerk's annual leave will normally be agreed by the Chair of the Council.

No more than five days' leave may be carried forward to the next leave year (pro rata for part time staff).

In the event that an employee falls sick during the period of annual leave, that employee will be regarded as being on sick leave from the date of self or medical certification and further annual leave will be suspended from that date.

### Time Off In Lieu

If an employee is required to work more than his/her normal working hours, the employee will be reimbursed at the normal NJC rate for these hours or time may be taken off in lieu at a time agreed between the employee and his/her line manager.

Exceptional additional hours to be worked must be approved by the Staffing Committee.