



Fakenham Town Council

Fakenham Connect

Oak Street

Fakenham

Norfolk

NR21 9DY

Tel: 01328 853653

e-mail: [info@fakenhamtowncouncil.gov.uk](mailto:info@fakenhamtowncouncil.gov.uk)

website: [fakenhamtowncouncil.gov.uk](http://fakenhamtowncouncil.gov.uk)

## Leave From Work Policy

1. Introduction
2. Annual Leave
3. Current Entitlement based upon full time employees (pro rata for Part time workers)
4. Annual Leave Carry Over
5. Banked Leave
6. Sickness during annual leave
7. Unpaid Leave
8. Entitlement on leaving
9. Time Off in Lieu
10. Emergency Care Leave
11. Bereavement Leave
12. Carers Leave
13. Ordinary or 'Unpaid' Parental Leave

### 1. Introduction

- Fakenham Town Council recognises the importance of leave in individuals' quality of working life balance and this policy applies to all staff employed by Fakenham Town Council
- Entitlement to Holidays must be provided under The Employment Rights Act 1996 Section 1 (4(d)). Under the Working Time Regulations (1998: amended 2003 & 2007) workers are entitled to a minimum of 5.6 weeks (28 days) paid leave including public holidays. Part-time workers (Prevention of less favourable treatment) Regulations (2000) & Carer's Leave Act 2023 also apply.

### 2. Annual Leave

The annual leave period runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

All staff; - are responsible for giving reasonable notice when requesting leave.

- must ensure that leave is approved by either the line manager before leave is taken
- should not assume leave will be automatically granted
- Must inform the line manager as soon as possible in accordance with sickness policy if they fall sick during annual leave.

Line managers will; - ensure that annual leave is managed equitably, balancing the needs of the council with needs of staff – particularly over holiday periods.

- Calculate & confirm annual leave entitlements as appropriate
- Clearly explain reasons for leave requests being denied.
- Record & monitor annual leave, including any carry over entitlement
- Calculate or recalculate any adjustments in annual leave entitlement due to length of service or increase/decrease in hours

- The Chair or in their absence vice chair will approve holiday entitlement for the Town Clerk
- The Town Clerk or in their absence the Deputy Clerk will approve holiday entitlement for council employees.

### **3. Current Entitlement based upon full time employees (pro rata for Part time workers)**

- Up to 5 years continuous service: 23 days annual leave plus 3 statutory days plus public holidays.
- After 5 years' continuous service: 26 days' annual leave plus 3 statutory days plus public holidays.
- It is expected that annual leave will normally be taken in periods of half days or whole days.
- Staff are required to take the 3 statutory days during the Christmas and New Year closure period in addition to the Christmas and New year public holidays.
- Bank and Public Holidays are currently recognised as New Years Day / Good Friday / Easter Monday / May Day / Whit Monday / August bank Holiday / Christmas Day / Boxing Day. Staff will also be entitled to any additional days granted by the government.

### **4. Annual Leave Carry Over**

Up to 5 days for full time staff (pro rata for Part time staff) may be carried over into the next leave year with line manager permission.

### **5. Banked Leave**

Banked Leave allows staff the opportunity to 'save up' leave over an agreed period and use this for a specific purpose. A maximum of five days' leave can be banked per leave year. The maximum period over which leave can be banked is five years. Therefore, the maximum amount of banked leave which can be taken is 25 days (pro-rata equivalent for part-time staff). Applications must be made in writing and agreed before any leave can be banked and should include information on the amount of leave to be banked, the period over which it will be accrued and when and for what purpose it will be taken

### **6. Sickness during annual leave**

If a member of staff falls sick on annual leave and wishes to have the sickness period discounted from the period of leave, they should report their sickness and cancel their leave asap. Leave will need to be rearranged as per the normal guidance.

### **7. Unpaid Leave**

If a member of staff wishes to take a period of unpaid leave they must make a request to their line manager. If the period exceeds 10 days, approval from the Chair must be sought.

### **8. Entitlement on leaving**

Staff who leave will receive 1/12<sup>th</sup> of their annual leave entitlement for each complete calendar month worked in the current leave year, minus any annual leave taken.

### **9. Time Off in Lieu**

There are occasions where either through agreement or by contract staff will work outside of their normal contracted hours of employment where time off in lieu is taken. Records will be kept of all time incurred and time off in lieu taken. Time off in lieu should be taken within the leave year incurred and requests are subject to the same conditions as annual leave.

### **10. Emergency Care Leave**

1 days paid leave may be granted for a parent or close dependent emergency with further unpaid leave up to a maximum of 5 days if annual leave or time off in lieu is not available.

### **11. Bereavement Leave**

- Up to 5 working days paid non-consecutive leave will be granted in the event of the death of close dependants within a 12-month period.
- Staff should notify their line manager of their need to take leave as soon as possible or, at the latest, on the first day of absence. Staff's next of kin or family member can notify the line manager on their behalf.
- In the event of a bereavement, staff will be able to take annual leave at short notice to supplement their bereavement leave.
- Unpaid leave on compassionate grounds up to a maximum of 5 days may be granted after bereavement. Staff must consult with their line manager before starting unpaid leave.
- Staff are entitled to 2 weeks Statutory Parental Bereavement Leave if their child:
  - dies under the age of 18
  - is stillborn after 24 weeks of pregnancy

## **12. Carers Leave**

Staff can take unpaid carer's leave to give or arrange care for a dependant who needs long-term care.

- Dependants can include:
  - their husband, wife, civil partner or partner
  - their child
  - their parent
  - a person who lives in their household (not tenants, lodgers or employees)
  - a person who relies on them for care, such as an elderly neighbour
- A dependant has a long-term care need if they have any of the following:
  - a disability as defined under the Equality Act 2010
  - an illness or injury that is likely to need care for at least 3 months
  - a care need related to old age
- Staff can take up to 1 week of unpaid carer's leave every 12 months either as half days, full days or the whole week.

Staff are entitled to a period of leave that is equal to their usual working week. For example, if someone works 3 days a week, they can take 3 days of carer's leave.

Requests should be submitted in the same way as annual leave requests.

## **13. Ordinary or 'Unpaid' Parental Leave**

Each parent can take up to 18 weeks of unpaid parental leave for each child until each child is 18 years old. If staff take it, it must be:

- in blocks of weeks
- a maximum of 4 weeks a year for each child

Staff still accrue (build up) their holiday entitlement as usual while on parental leave.

Staff can take parental leave in blocks of days rather than weeks if they receive one of the following for their child:

- Disability Living Allowance
- Personal Independence Payment

Statutory guidance must be followed when considering requests.

***Reviewed at Policy & Resources 19<sup>th</sup> November 2024***

***Ratified at Full Council 27<sup>th</sup> November 2024. Due for review November 2027***