

**Melton Borough Council****Annual Leave Policy**1. Purpose and Scope

This document specifies the annual leave entitlement of Melton Borough Council's employees and procedure to be followed when requesting annual leave. It applies to all employees.

2. Entitlement

	<b><u>Basic</u></b>	<b><u>After 5 years continuous local Government Service</u></b>
Up to Band 8	22 days	27days
Band 9 and over	24 days	29 days
Chief Officer grades	27 days	32 days

In addition to annual leave each employee will also receive

- 8 Bank Holidays
- 1 Statutory day
- 2 Concessionary days

Statutory and Concessionary days will be allocated each year to enable closure of the Council Offices over the Christmas period.

3. Procedure

- 3.1 The annual leave year runs from 1 April to 31 March each year.
- 3.2 Prior to requesting Annual Leave, employees must consult with their colleagues to ensure adequate cover will be available.
- 3.3 Requests for Annual Leave must be made using the Annual Leave card provided to all employees.
- 3.4 Annual leave is subject to the prior approval by the appropriate supervisor.
- 3.5 Employees may carry over to the next leave year will be allowed where they have been unable to take their annual leave because of workload or any other reason outside the employee's control.

Annual Leave that is carried forward must be taken by 30 June of each year.

- 3.6 Where an annual employee terminates his/her employment his/her entitlement will be calculated pro rata to completed months of service for that annual leave year. (If 8 complete months have been worked then the employee will be entitled to 8/12ths of the full entitlement). Should the employee have taken in excess of his/her entitlement then an appropriate amount will be deducted from his/her final salary.
- 3.7 Should the employee not have taken his/her entitlement, he/she will be required to take any outstanding holiday prior to the date of termination. If it is not possible to do so due to operational reasons, then the outstanding entitlement will be paid with the final salary payment.

#### 4. Five Years Continuous Service Entitlement

- 4.1 Upon completion of five years continuous service during the leave year a pro rata entitlement will be calculated based on the number of complete months of the leave year remaining, in accordance with the following table:

Apr	4 ½ days	Oct	2 days
May	4 days	Nov	1 ½ days
June	3 ½ days	Dec	1 day
July	3 days	Jan	1 day
Aug	3 days	Feb	½ day
Sept	2 ½ days	March	0 days

- 4.2 It is the employee's responsibility to notify his/her supervisor when he/she has completed 5 years continuous service.

#### 5. Part time employees

- 5.1 Part time employees will receive annual leave on a pro rata basis to the full time entitlement based on the number of hours worked per week.

#### 6. Temporary/ fixed term employees

- 6.1 Employees on temporary and/ or fixed term contracts will receive annual leave on a pro rata basis to the permanent entitlement based on the length of the contract.

#### 7. Employees who joined Melton Borough Council before 10 September 1981

- 7.1 At the Personnel Committee on 30 September 1981 it was agreed that employees who were in post at Melton Borough Council up to 10 September 1981 from grade/scale AP4 to Principal Officer grade would receive an extra two days annual leave entitlement. This entitlement will stand.

Adopted 6 December 1995  
Policy Committee  
Minute No 675 refers

Updated re employment legislation April 06 AT  
Ammended due to local agreement May 2008