



Holiday Policy

Bentham Town Council Employee Holiday Policy

Date policy adopted: 7th November 2023.

Introduction This policy provides details of the council's holiday policy.

The Holiday Policy is based on The Society of local councils' policy which is set out below. (Not word for Word)

With effect from 1 April 2023, the minimum paid annual leave entitlement is twenty-three days with a further three days after five years of continuous service in addition to public and bank holidays. The entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.

The annual leave entitlement of employees leaving or joining an authority is proportionate to their completed service during the leave year.

Employees shall have an entitlement to two extra statutory days holiday, the timing of which shall be determined by the authority in consultation with the recognised Trade Unions with a view to reaching agreement or added to annual leave by local agreement.

1. Bentham Town Council considers that a working week consists of 37 Hours, this is based on an averaged 7.4-hour day.
2. Holiday entitlement will be given and taken in hours.
3. Currently all its staff are part time and therefore their hours will be pro rata by the following arrangement:
 - Total hours for a full-time worker are 23 Days plus 8 Days Public and Bank Holiday plus 2 additional days for workers with less than 5 years continuous service. This totals 33 days or 244.2 Hours
 - For workers with more than 5 years continuous service this is increased by 3 days or 22.2 Hours to 36 Days or 266.4 Hours.
 - For example, a member of staff with less than 5 years' service works 20 hours a week, their holidays will be $244.2/37*20$ totalling – 132.
4. As staff have flexible working arrangements then the annual leave will consist of the full entitlement and bank and public holidays will not be treat separately.

E.g., a member of staff working 20 hours has 8 fixed hours and 12 "flexible hours", any fixed hours will need to be applied for as annual leave, however the balance flexible hours may be adjusted within the same week so that less hours may need to be taken as leave. It would not be normal to "carry over" hours not worked without councils' approval.

5. Notice of 1 week shall normally be given for holidays to be taken.
6. Holidays not used by the end of the council year may be carried over on approval subject to a maximum of 15% of their pro rata hours.
7. Where a member of staff is scheduled to work a bank holiday, this will be booked off as part of their leave entitlement if not worked. Bank holidays which fall in Flexible hours or on non-workdays do not need to be booked off subject to rule 4 being maintained.
8. The Clerks & RFO's working week on Monday to Friday. The Caretakers / Cleaners working week is Monday to Sunday, but with at least 1 day off at the weekend.
9. Should an employee leave the Councils employment then they may be paid or need to repay any holiday not used or already used as appropriate.

Approved 7th November 2023