



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## ANNUAL LEAVE REQUEST PROCEDURE

### Introduction

This policy applies to all employees of the Cantley with Branton Parish Council.

The council's leave year runs from 1st April to 31st March. This will be the leave year for all employees.

Full time employees shall be entitled to 20 working days (4 working weeks) paid leave plus all recognised UK public holidays / leave in accordance with the statutory entitlement (28 days which may include bank holidays) / other leave entitlement. Part time employees shall be entitled to the hours worked and multiply by 5.6 weeks ie. work 12.5 hours so entitled to  $12.5 \times 5.6 = 70$  hours annual leave entitlement.

### Our Annual Leave Policy and Procedure

The council or relevant Line Manager will consider all requests for annual leave sympathetically, although the needs of the council will always be the primary consideration.

The following procedures must be followed:

1. No holiday arrangements must be made until approval to take annual leave has been obtained from the council/line manager. There may be times when such requests are refused due to the needs of the service or other practical reasons. Therefore, you should not make bookings until approval has been received.
2. Unless permission has been given by the council, periods of more than 15 consecutive working days' leave will not be granted (pro-rata for part-time staff).
3. All requests for leave must be considered by the council/line manager. For annual leave of at least one week's duration, you must provide at least a month's notice of the request. For odd days, shorter notice can be provided for the request.

**Dated:** 8<sup>th</sup> December 2021

**Approved:** 2<sup>nd</sup> February 2022

**Review:** February 2025