

EASINGTON VILLAGE PARISH COUNCIL



Staff Annual Leave Policy and Procedures

Reviewed: 29 April 2026

Next review: April 2029

Approved: EVPC/25/26/XXX dated 11 May 2026

Staff Annual Leave Policy Statement

Parish Council employees are entitled to the annual leave set out in their Contract of Employment and are encouraged to take their leave during the current leave year, to help ensure an effective work-life balance. However, annual leave arrangements are subject to prior approval by the Parish Clerk, who must take into account the operational needs of the Council.

Purpose

The purpose of this policy and its procedure is to ensure annual leave is managed fairly and consistently across the Council, in relation to the operational needs of each service area, and to inform employees of the procedure for applying for and approving annual leave.

Staff Annual Leave Guidelines

- The Council's leave year runs from 1st April to 31st March based on the financial year.
- All staff leave must be pre-authorized by the Parish Clerk. The Clerk annual leave is pre-authorized by the Chair or Vice Chair of Council. The following notice is required for annual leave:

1 - 3 days leave	5 days notice	At Parish Clerk discretion
3 - 10 days leave	3 weeks notice	
- Requests for annual leave should be made no more than 12 months in advance of the planned leave.
- The maximum single period of leave, under normal circumstances, will be two weeks (10 working days). Requests for longer periods will require the prior approval of the Parish Clerk.
- All leave should be taken within the current leave year. In exceptional circumstances, employees may be allowed to carry over a maximum of three days untaken leave into the following year. Prior approval of the Parish Clerk must be obtained. The carried over days must be taken before the end of April of the new leave year.
- Subject to the above, and the provisions of the Council's Sick Pay and Maternity/Paternity/Adoption Leave Policies, any untaken leave will be lost and employees are not entitled to pay in lieu of untaken holidays.
- Annual leave should be planned over the year and not "saved" until the end of the leave year.
- At the discretion of Council, employees may be required to retain annual leave for use during any period of Council close down such as the Christmas and New Year

period. Employees will be notified of this as soon as practicable, and by no later than October of that year.

- Every effort will be made to accommodate requests for annual leave. However, during peak operating periods or when planned events are taking place, approval of leave requests will be at the discretion of the Parish Clerk.
- Where multiple requests are received in the same operational area for leave during the same peak period – e.g. factory summer break – it may not be possible to approve all requests. In such circumstances, approval will be granted on the basis of date the request is received. In subsequent years where the same employees request the same period, a rota arrangement will be applied.
- The operational needs of the service must be given priority over any annual leave requests.
- Any leave taken without prior approval of the Parish Clerk will be classified as unauthorised absence and may result in pay being withheld.
- Employees must advise the Parish Clerk of any changes to their holiday plans in advance of such changes. This includes changes of the dates of holidays which will require further management approval and cancellation of a planned holiday which may require changes to holiday relief cover arrangements.

Procedure for Obtaining Approval for Annual Leave

The Parish Clerk, as the representative of the employer – the Council, must approve all annual leave in advance. Members of staff wishing to take annual leave should follow the procedure set out below:

- All requests for annual leave should be submitted in writing to the Parish Clerk at the earliest reasonable opportunity.
- The Parish Clerk will consider the application, having regard to the needs of the service and staff leave already in place, before a final decision is made.
- When approval has been granted, the Annual Leave Card will be completed and signed by the Parish Clerk.
- Only on receipt of an approval in the form of a signed Annual Leave Card should the member of staff commit themselves to any leave plans, particularly where a deposit has to be paid.
- If leave is refused, the Parish Clerk will notify the member of staff within 3 days.

If an employee wishes to make a complaint regarding the application of the procedure, they should do so within the provisions of the Council's Grievance Procedure.