

**GEDNEY PARISH COUNCIL  
Annual Leave Policy**

This policy was approved by the Council at its Meeting held on 10<sup>th</sup> January 2017

**1. Annual Leave Year**

The annual leave period shall be from 1 April to 31 March.

**2. Entitlements**

25 working days per year, 8 Bank holidays a year plus 2 extra statutory days (pro rata for part time employees) as per contract.

**3. General Public Holidays ('Bank Holidays')**

A General Public Holiday shall be defined as a period of normal duty that starts within the period of 24 hours from midnight to midnight. Employees will be entitled to all paid General Public Holidays (Bank Holidays) in the leave Year. The 8 Bank Holidays in the year are: Christmas Day Boxing Day New Year's Day Good Friday Easter Monday May Day Spring Bank Holiday August Bank Holiday

**4. Carry Over of Annual Leave**

Leave will not be carried over to the next year.

**5. Sickness Occurring During Annual Leave or Bank Holidays**

If an employee falls sick whilst on annual leave, then the period covered will be treated as sick leave, providing the employee follows the procedures for reporting sickness absence, and a Fit Note is provided to cover the period of absence. This will enable the employee to take the annual leave another time. In accordance with Terms and Conditions of Employment.

**6. Booking leave procedure**

To contact Chairman or in Chairman's absence Vice Chairman and give a minimum of 2 weeks' notice (other than in extenuating circumstance).

This is to be done via e mail in order that confirmation may be made and held on file.