

A7 Annual leave

Version: New

Date: 01/04/23

Extra Care Housing Service	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
✓	✓	✓	✓	✓	✓	✓	✓

Policy

To ensure all staff follow the correct procedure for requesting annual leave.

Procedure

The Council calculates the annual leave year for each individual member of staffs from his / her birthday.

Leave / holiday entitlements are stipulated in the Council terms and conditions of employment.

The Council policy / procedure for time off must be followed when requesting any leave. This can be found on the Council intranet.

All leave requested must be approved prior to confirming any holiday arrangements.

As much notice as possible should be given for leave requests.

Every effort will be made to accommodate requests, but this will not always be possible. If annual leave is refused this must be recorded on the form provided.

Staff should stagger their annual leave throughout the year.

For details about carrying over annual leave days follow Council policy. Other than due to sickness absence there is no automatic right for staff to carry over annual leave days; this is at the discretion of the supervisor / manager.

If a member of staff is absent from work due to sickness, they are still entitled to take their annual leave. The Council policy should be consulted regarding this. If annual leave cannot be taken in that year, the leave will automatically be carried forward into the following year.

For the further information on leave follow the Council policy.