



**WEST BEDLINGTON**  
TOWN COUNCIL

# Annual Leave Policy

<b>Approved Minute Ref</b>	<b>26/109</b>
<b>Date</b>	<b>11<sup>th</sup> June 2026</b>
<b>Version</b>	<b>1</b>
<b>Review Date</b>	<b>June 2027</b>

## **Annual Leave Policy - West Bedlington Town Council**

### **1. Purpose**

To set out how annual leave is accrued, requested, and managed for all employees of the council, ensuring compliance with the Working Time Regulations 1998.

### **2. Annual Leave Entitlement**

- a. Paid leave entitlement is set out in employees' contract of employment.
- b. Currently for a full-time employee the standard entitlement is (wef from 2023 pay claim) 26 working days together with the addition of normal bank and public holidays for that year (pro-rata for part-time employees).
- c. Annual leave entitlement will increase by 5 (five) working days per year (pro rata for part time employees) after five years' continuous service immediately prior to the commencement of the leave year.
- d. For part-time employees, leave entitlement is converted to hours and must be taken in whole hours.

### **3. Leave Year**

- a. The leave year runs from 1st April to 31st March.
- b. Entitlement is pro-rata in the first and final year of employment to account for an employee's employment start and end dates.

### **4. Office Cover Requirements**

- a. The Town Council office is open to the public Monday, Thursday and Friday, 9:30am to 1:00pm.
- b. To maintain service continuity, at least one member of staff must be present in the office during these hours.
- c. Staff are responsible for managing the working rota and ensuring this cover is maintained at ALL times.
- d. Whenever possible, annual leave must be requested and arranged in advance so that the office is never left unstaffed during opening hours.
- e. In the unlikely event that staff cannot manage annual leave to fulfil this requirement, the Council's Staffing Committee will arbitrate and decide which, if any, request can be approved.
- f. If unplanned absence, such as sickness, leaves the office without cover, the employee with the unplanned absence must notify the Council's Staffing Committee immediately.

## 5. Booking Annual Leave Rules

- a. Annual leave approval MUST fulfil the requirements specified in Section 4.
- b. Leave must not be taken until approval is confirmed.
- c. No more than the equivalent of 3 full working weeks should be taken without the Town Council's Staffing Committees approval.

## 6. Carrying Over Leave

- a. Ideally all leave should be taken within the leave year it is accrued.
- b. Up to five (5) days may be carried forward to the next leave year without prior approval. More than five (5) days can only be carried over with the approval of the Town Council's Staffing Committee.
- c. Carried-over leave must be taken within the first three (3) months of the new leave year.

## 7. Sickness During Leave

If an employee falls ill whilst on annual leave, they must report it immediately by using the sickness-reporting procedure. With medical evidence, the sick period may be discounted from their annual leave.

## 8. Payment in Lieu

Payment in lieu of untaken (pro-rata) leave is only made upon termination of employment.

## 9. Recording Annual Leave

All staff will maintain an annual holiday record sheet. The annual holiday record sheet will be reviewed and verified by the Town Council's Staffing Committee as part of its verification of employee time recording records.