

Progressive
employer

Leave (Annual, Special, Compassionate Job Share and Part-time)



INVESTOR IN PEOPLE



Leave Year

The leave year is from 1 April to 31 March.

Basic Entitlement

Salary Range (spinal points)	Standard Entitlement	After 5 years service	After 10 years service
1-21	22	27	27
22-27	23	27	27
28-40	26	28	29
41-63	29	29	32
Policy Directors and Chief Executive	32	32	35

NB The above entitlement includes the 2 extra statutory days' leave.

Bank and Customary Holidays

Paid leave is granted on the eight statutory holidays as they occur.

Carry Forward of Leave

Up to five days annual leave may be carried forward to the next leave year; these days must be taken prior to 30 September in the next leave year. This 'carry forward' must be authorised by the employee's line manager.

Leave Not Taken on Leaving the Council's Employment

The Chief Officer's Team resolved (minute 5757, 22 February 1994) to adopt the NJC recommendation that where a member of staff has been unable to take their annual leave due to:

- 1 long term sickness absence up to the date of leaving;
- 2 an employer requiring a member of staff to work up to their leaving date due to the exigencies of the service
- 3 in redundancy situations

then payment in lieu should be made. (A "day's pay" is defined by national conditions)

This does not extend to situations where an employee has deliberately chosen not to take the balance of annual leave to which he/she is entitled.

Job Share and Part Time Employees

Leave entitlement for Job Share and Part-time employees is calculated on a pro rata basis. See Appendix A

Compassionate Leave

Compassionate leave is not an automatic entitlement. Each case is to be treated on its merits. So that equality of treatment ensues, any proposal to grant compassionate leave or special leave should be discussed with Personnel and Training Services prior to the granting of the leave.

The following is a guideline:

Death of:	Compassionate Leave
Partner/Child	0 – 3 days
Parent	0 – 2 days
Brother/Sister/Parent-in-law/Grandparent/Grandchild	0 – 1 day

For any other relative compassionate leave will be granted at the discretion of the Service Unit Head in consultation with Personnel and Training Services.

Sympathetic consideration will be given to the granting of compassionate leave for reasons other than bereavement. However, this may require an equivalent contribution from the employee.

Agreed at Chief Officer 10 January 1994 (minute no 5694) and revised on 13 June 1994 (minute no 5910).

Special Leave

National conditions of service states under Part 2 paragraph 7.9:

“Special Leave”

Additional leave with or without pay, may be granted in special circumstances at the discretion of the employing authority.”

This discretion is exercised by Service Unit Heads, who should notify Personnel and Training Services when special leave is granted.

ANNUAL LEAVE CALCULATION GUIDELINES

Full Time Employees Working Part of a Year

The annual leave year runs from 1 April to 31 March. Where an employee starts or leaves the organisation part way through a leave year, they are entitled to a proportion of the number of days' leave, according to the number of days they will work. The calculation is as follows:

1. Establish the entitlement of the employee for a whole year according to spinal point and length of Local Government Service.
2. Calculate the total number of days the employee will be working in this leave year. This is the exact number of days not the completed months.
3. Divide the number of days leave, including the two statutory days, by 365 (number of days in the year).
4. Multiply the result by the number of days they will be working.
5. If you have calculated an employee's annual leave entitlement and the result is a fraction, you must not round down the result. The pro-rata proportion of a days leave should be rounded up to the nearest (0.5) half of a day.

For example:

Employee commencing employment with the organisation on spinal point 12 on 17 August with no previous local government service.

Leave Entitlement for a whole year = 20 days + the two statutory days.

Number of days to be worked in the remaining part of the leave year = 227 days.

$$22 \text{ days} \div 365 \text{ days} \times 227 \text{ days} = 13.6821$$

The leave entitlement for the remaining part of the leave year is 14 days.

Annual Leave for Part-time/Job Share Employees

The calculation of annual leave for part-time/job share employees should be calculated in:

- Days for employees working the same number of hours five days per week.
- Hours for employees working different hours each day over five days or less.

Part-time/Job Share Leave in Days

Part-time/ job share employees who work the same number of hours each day for five days of the week can calculate their annual leave entitlement in days.

For example

An employee working 20 hours per week to the following pattern:

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
4 hours	4 hours	4 hours	4 hours	4 hours	XXXXXX	XXXXXX

With an annual leave entitlement of 22 days, the employee would be entitled to 22 days at four hours per day.

Part-time/Job Share Leave in Hours

The following procedure should be followed for part-time/job share employees who work irregular hours each day and or work less than five days per week.

1. Establish the entitlement of the employee, if he/she was working on a full time basis, for a whole year according to the spinal point and length of Local Government Service.
2. Divide the number of hours the employee works per week by five days (a standard working week) to establish the employee's average working day.
3. Multiply the number of days leave entitlement by the employee's average working day.
4. This total will be the number of hours' leave the employee is entitled to for the whole year. If you have calculated an employee's annual leave entitlement and the result includes a fraction; you must not round down the result. The pro-rata proportion of the hours' leave should be calculated into minutes. 0.1 of an hour equals six minutes, 0.2 equals 12 minutes etc.

For example

An employee working 18.5 hours per week to the following pattern:

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6 hours	6 hours	3.5 hours	3 hours	XXXXXX	XXXXXX	XXXXXX

With an annual leave entitlement of 22 days, the employee would be entitled to 22 days at 3.7 hours per day.

22 days x 3.7 hours = 81.4 hours or 81 hours and 24 minutes leave.

How to take leave

When an employee wishes to take a days' leave the number of hours normally worked on the day in question should be deducted from the entitlement.

For example

An employee who works to the following pattern wishing to take leave on a Monday would be required to deduct six hours from their leave entitlement.

The employee would deduct 18.5 hours from their leave entitlement if they were to be away for the whole week.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6 hours	6 hours	3.5 hours	3 hours	XXXXXX	XXXXXX	XXXXXX

Public Holidays and Part-time Job Share Employees

Part-time/job share employees are entitled to public holidays on a pro- rata basis.

Where there are eight public holidays in a year, the employee's average working day is multiplied by eight. To establish the employee's average working day, divide the number of hours the employee works per week by five days (a standard working week) to establish the employee's average working day.

Where a public holiday falls on a day where a part-time/job share employee would normally work, the hours usually in attendance must be deducted from the public holiday hours total.

Where a public holiday falls on a day where a part-time/job share employee would not normally work, nothing is deducted from the public holiday entitlement. The employee still benefits from the public holiday as any hours owing to them can be taken at another time.

For example

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6 hours	6 hours	3.5 hours	3 hours	XXXXXX	XXXXXX	XXXXXX

For employee who works to the above pattern, if a public holiday falls on a Monday they would be required to deduct six hours from their public holiday entitlement.

Due to the fact that most public holidays fall on a Monday some employees may find that their entitlement does not cover them for all of the holidays. With the agreement of their manager, they may chose to either make up the deficit or deduct the hours from their annual leave entitlement.

Part Time/Job Share Employees Required to Work on a Public Holiday as Part of Normal Working Week

An employee who is required to work on a Public Holiday shall in addition to their normal pay for that day, be paid at plain time rate for all hours worked within their normal working hours for that day.

In addition at a later date, time off with pay shall be allowed as follows:

Time worked by employee	Deduct from the Public Holiday Entitlement	Add to Annual Leave Entitlement or TOIL
Time worked equals less than half the normal working hours on that day.	The average working hours for the employee.	Half the normal working hours on that day.
Time worked equals more than half the normal working hours on that day.	The average working hours for the employee.	The full normal working hours on that day.

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