

## **WILTSHIRE COUNCIL**

### **STAFFING POLICY COMMITTEE 21<sup>st</sup> SEPTEMBER 2011**

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#### **Annual Leave & Bank Holiday Entitlement Policy and Procedure**

##### **Purpose of Report**

1. This report presents for consideration a revised annual leave and bank holiday entitlement policy which will apply to all Wiltshire Council employees apart from teaching and non-teaching staff and ex-district TUPE employees.

##### **Background**

2. The policy has been written to bring together into one document all previous information that existed on annual leave and bank holiday entitlements.

##### **Main Considerations for the Council**

3. The policy has been created and formatted in line with the new HR policy template.
4. It contains information on the leave entitlement for full-time and part-time employees and how these are calculated and recorded.
5. It details the legal requirements required under the Working Time Amendment regulations.
6. The various options available to employees to make requests for carrying over annual leave, purchasing annual leave, banking leave etc are explained.
7. It refers to the annual leave arrangements for different working practices such as annualised hours, term time workers etc with links to the flexible working policy and toolkit which details these more thoroughly.
8. The policy also covers the annual leave arrangements for those not at work for various reasons such as sickness absence, maternity leave and paternity leave.

##### **Consultation**

9. The policy was approved by JCC on 25<sup>th</sup> August 2011 following consultation with HR, union representatives and other key stakeholders.

### **Environmental Impact of the Proposal**

10. None

### **Equalities Impact of the Proposal**

11. It was EIA assessed on 3 August 2012 and no negative impacts have been identified.

### **Risk Assessment**

12. None

### **Options considered**

13. None

### **Recommendation**

14. To recommend that the Staffing Policy Committee approve the revised policy and procedure.

**Barry Pirie  
Service Director  
HR & OD**

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**The following unpublished documents have been relied on in the preparation of this report:** None