

Cyngor Trêf Gorseinon Gorseinon Town Council



ABSENCE AND LEAVE POLICY

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Policy and Procedure

This policy is to detail the policy and procedure for any leave or absence within Gorseinon Town Council

It should be noted that this policy is for information only and does not form part of the employment contract, but the information contained within may be referred to in the Contract of Employment.

1. Annual Leave

The holiday year starts on the 1st of January and ends on 31st December. In addition to recognised bank or public holidays, employees will be entitled to twenty-five days annual leave in the first calendar year of employment. After five years employment employees will be entitled to twenty-eight days annual leave. For staff employed on a part time basis, annual leave entitlement shall be 'pro-rata'.

Employees who join Gorseinon Town Council part way through the year will have their holiday entitlement adjusted, based on the number of complete weeks between the date of joining and the year end, rounded to the nearest half day.

Employees who leave employment part way through the calendar year will have their holiday entitlement adjusted, based on the number of complete weeks between the date of joining and the year end, rounded to the nearest half day, and, with the exception of dismissal due to gross misconduct, will receive payment for accrued holiday that has not been taken.

Holidays must be requested using the Leave Application Form.

Holidays must be requested as far as possible in advance. The preferred notification periods are:-

- 2 weeks holiday = 4 weeks notice
- 1 weeks holiday = 2 weeks notice
- 1 days holiday = 1 weeks notice

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Every reasonable effort will be made to provide authorisation for holiday requests, however, the operational needs of Gorseinon Town Council will always take priority, especially if insufficient advance notice is given.

Requests for longer periods will be considered on a case-by-case basis by the approved Councillor. The smallest unit of holiday, which may be taken, is one half day.

Leave may not generally be carried over from year to year unless agreed in advance with the Council. In such cases a maximum of five days may be transferred. No payment will be made for untaken holiday.

Employees are advised not to book holidays until the annual leave dates have been authorised. Gorseinon Town Council cannot be held responsible for any arrangements needing to be cancelled as a result of annual leave dates not being authorised.

Employees who are ill whilst on holiday may reclaim annual leave providing a medical certificate is submitted to the Council.

2. Special Leave/Sabbatical

Gorseinon Town Council recognises that due to certain situations, an employee will need to unexpectedly spend time away from work and will always consider assisting employees with genuine problems. The length of Special Leave is decided by the Council. Payment will be at the absolute discretion of Gorseinon Town Council but will generally be a maximum of three days in any rolling twelve-month period.

3. Bereavement Leave

Employees may have, at the Council's discretion, paid bereavement leave when a member of their immediate family dies. Immediate family includes spouse, child, parent, brother, sister or grandparent. Employees who need time off work due to a bereavement of someone other than immediate family must take such absence as annual leave.

4. Religious Holidays and Festivals

Employees who require time off to observe religious holidays or festivals of their religion or religious belief are required to use annual leave. Annual leave must be booked in the normal manner (refer to annual leave section) and will not be unreasonably withheld.

5. Emergency Leave Without Notice

There will be occasions when an employee may need to take leave without notice due to an emergency, e.g. to deal with a burst pipe etc. If such leave is required, you should contact the Council immediately and request emergency leave. The Council will agree leave of 1 day only, and you will be expected to return to work on the following day. The leave should be recorded on your leave card and the card authorised by the Council.

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6. Jury Service / Public Services

Employees who are required to serve on a jury may do so without loss of earnings. Gorseinon Town Council will pay the basic wage for up to ten working days per calendar year. Additional time will be considered a leave of absence without pay and the court will compensate the employee for loss of earnings. The court will provide a Certificate of Loss of Earnings that Gorseinon Town Council will verify to confirm loss of earnings.

The Council must be advised as soon as possible after a notification to appear for jury or public service has been received by an employee.

Paid or unpaid time off to fulfil certain other public duties will be considered as appropriate. Employees who hold, or propose to hold, a position of public office which requires time off from work, should discuss the matter with the incumbent Mayor.

Recognised public duties include: -

- a Justice of the Peace or a member of a local authority
- An Employment Tribunal
- a prison visitors board or visiting committee
- a governing body of an educational establishment
- Reservist in TA or fire brigade