



HOLIDAY ENTITLEMENT AND CONDITIONS POLICY

ANNUAL HOLIDAYS

Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment (Form SMT).

It is our policy to encourage you to take all of your holiday entitlement in the current holiday year. We do not normally permit holidays to be carried forward and no payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment. In exceptional circumstances the council may allow up to five unused days to be carried over, this will be subject to the approval of the HR Committee.

We operate an online system for booking holidays via Breathe. You will be given the rights to request absence online and you will also be able to view your holiday entitlement online at any time. This is to give you the facility to easily plan your holidays throughout the year.

Once you have registered your holiday request online, you will receive an e-mail from the Clerk authorising or declining your request. If you feel that your request has been unreasonably refused for any reason you should refer the matter to the Clerk. They will endeavour to ensure that you have every opportunity to take your holidays at the time you request them, but they will need to balance your requests with the needs of the department.

You should give at least four weeks' notice of your intention to take holidays of a week or more and one week's notice is required for odd single days.

You may not normally take more than two working weeks consecutively.

You are required to reserve sufficient days from your annual entitlement to cover the Christmas/New Year shut-down period. If you have not accrued sufficient holiday entitlement to cover this period, you will be given unpaid leave of absence.

Payment for holidays will be at the rate shown in your individual Statement of Main Terms of Employment.

PUBLIC/BANK HOLIDAYS

Your entitlement to public/bank holidays is shown in your individual Statement of Main Terms of Employment.

Version	Date Approved	Amendments Made	Next Review Date
1	13-05-2024		April 2025



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