

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

Website: <https://toft-newton.parish.lincolnshire.gov.uk>

ANNUAL LEAVE / ANNUAL LEAVE PAYMENT POLICY

Annual leave entitlement

Your paid leave entitlement is set out in your contract of employment. Part-time employees receive a pro-rated entitlement, of both annual leave and bank holidays, according to their hours of work.

Statutory minimum holiday entitlement is based on 5.6 weeks of holiday per holiday year, including bank and public holidays.

Leave year

The leave year runs from 1st April to 31st March. Your annual leave entitlement will be pro-rated in your first and last year of employment with the council.

Toft Newton Parish Council have resolved to pay the annual leave entitlement for both employees as an additional payment as an extra payment as 1/12th of their annual wages with their monthly wages.

Requesting leave

As Toft Newton Parish Council staff are paid for their annual leave, we ask that their holidays are taken in a way that will not impact on the statutory requirements / operation of the council.

Sickness during leave

If you become ill during a period of paid annual leave, you must comply with the requirements of the sickness reporting and certification procedure if you wish to have this sickness period discounted from the period of paid leave taken. It is important that you contact the Clerk (or the Council in the case of the Clerk), on the first day of sickness and keep the council up to date during the period of sickness.

Payment of annual leave in lieu

The council cannot offer payment in lieu of leave entitlement unless you are leaving the council and have not taken leave entitlement that you have accrued at the time of leaving.

If you leave during the course of a leave year and cannot take any outstanding accrued leave before your last day, you will receive a payment in lieu of any outstanding accrued leave. In such a case, a calculation will be made of the amount of paid leave due to you, on a pro rata basis, for that part of the leave year up to the date of termination of the contract.

If, however, you have taken more paid leave than is due by this calculation, then a deduction will be made from your salary payments for an amount at your basic daily rate for the days in question. Such a deduction will be deemed to be a contractually authorised deduction.

Reviews

Toft Newton Parish Council will review this policy as per the schedule below, or sooner if changes to local or national guidance or legislation require a revision to take place sooner.

Previous versions of this policy will be retained on the Zoho WorkDrive and will have a version number appended to their file name.

Approved by Toft Newton Parish Council on:

7th July 2026

First review due:

September 2027

Then review:

Annually
