



## Leave policy

### Annual leave entitlement

The Clerks paid leave entitlement is set out in their contract of employment. The basic leave entitlement for a full-time member of staff is 5.6 weeks per annum. Part-time employees receive a pro-rated entitlement according to their hours of work. The Clerk will maintain a leave record that is available for Council if requested.

### Leave year

The leave year runs from 1st April to 31st March. It is the Clerk's responsibility to manage leave in such a way that it can be taken during the leave year but it does not affect the day to day running of the Council. Annual leave entitlement will be pro-rated in the Clerk's first and last year of employment with the Council.

### Carrying over leave

Unused days leave from one leave year can be carried over to the following leave year up to a maximum of 5 days. This must be approved by Council and is expected to be the exception rather than the norm. If payment is to be made for any unused leave at the end of a leave year, it must be approved by Council and the reasons for this clearly set out.

### Requesting leave

The Clerk should request leave from the Council. If leave is needed urgently, it can be granted by the Chair and Vice Chair and reported to the following Council meeting.

### Sickness during leave

If the Clerk becomes ill during a period of paid annual leave, they must comply with the requirements of the sickness reporting and certification procedure, if they wish to have this sickness period discounted from the period of paid leave taken. The Clerk must contact the Chair or Vice Chair on the first day of sickness and keep the Council up to date during the period of sickness.

### Payment in lieu

If the Clerk leaves during the course of a leave year, and cannot take any outstanding accrued leave before their last day, they 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 the Clerk, on a pro rata basis, for that part of the leave year up to the date of termination of the contract. Holiday pay will be based on the Clerk's current rate of pay.

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

### **Compassionate Leave with Pay**

Up to 5 days' compassionate leave with pay can be granted in order to help the employee to cope with the death or serious illness of a member of their immediate family. This includes:

- Husband, wife, or partner.
- Mother or father.
- Child, including any adopted child; and
- Sister or brother

A further day may be granted for attending the funeral.

All applications for Compassionate Leave must be made to the Council for determination.

### **Additional Leave**

Additional leave without pay may be granted in special circumstances at the discretion of the Council.

This is a non-contractual procedure which will be reviewed from time to time.

*This document can be made available in Welsh on request.*

Date of policy: May 2026

Approving committee: Full Council

Date of committee meeting: 19 May 2026

Policy version reference: 1

Policy effective from: 1 June 2026

Date for next review: AGM May 2027