



Kingsbury Parish Council

Working for the local community in
North Warwickshire

Doc: KPC-POL-25
Issue: September 2024
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Leave Policy

1. Introduction

1.1 This policy applies to all employees of Kingsbury Parish Council.

1.2 The council's leave year runs from 1st April to 31st March. This will be the leave year for all employees. You shall be entitled to working days' paid leave, as agreed in contract, plus all recognised public holidays in England and Wales. In addition, you will be entitled to 2 extra statutory days after 5 years of service. Your leave entitlement will increase to 25 working days per year when you have five years continuous service immediately prior to the commencement of the leave year. This entitlement is pro-rata for part time employees.

2. KPC Annual Leave Policy and Procedure

2.1 The HR Committee will consider all requests for annual leave sympathetically, although the needs of the council will always be the primary consideration

3. The following procedures must be followed:

3.1 No holiday arrangements must be made until approval to take annual leave has been obtained from the Chair/HR Committee. There may be times when such requests are refused due to the needs of the council or other practical reasons. Therefore, you should not make bookings until approval has been received.

3.2 Unless permission has been given by the Chair/HR committee, periods of more than 10 consecutive working days' leave will not be granted (pro-rata for part-time staff).

3.3 All requests for leave must be considered by the Chair /HR Committee. For annual leave of at least one week's duration, you must provide at least a month's notice of the request. For odd days, shorter notice can be provided for the request.

4. Reviews

This policy will be reviewed frequently and updated as required.

Adopted at the Parish Council Meeting on 18th September 2024 (Minute 388)

Up dated 20th February 2025 Minute No 441

Review due September 2027

Revision Control

Revision	Details of Change
Sep 24	New
Feb 25	Para 1.2 – added 2 extra statutory days after 5 years of service Reviewed and updated 20 th February 2025 Minute Number: