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## **HOLIDAY POLICY**

### **1. POLICY STATEMENT**

1.1 This policy sets out our arrangements for staff wishing to take holidays (also known as annual leave).

1.2 This policy covers all employees at all levels and grades, including full-time and part-time.

1.3 This policy does not form part of any employee's contract of employment and may be amended at any time. The Parish Council may also vary the policy as appropriate in any case.

### **2. HOLIDAY ENTITLEMENT**

2.1 The Parish Council's holiday year runs from 1 April to 31 March. If an employee's employment starts or finishes part way through the holiday year, the holiday entitlement during that year shall be calculated on a pro-rata basis.

2.2 Except as set out in this policy, holiday entitlement must be taken during the holiday year in which it accrues. Any holiday not taken by the end of the holiday year can only be carried out to another holiday year and employees will not receive any payment in lieu.

(a) in cases involving sickness absence, as set out in Paragraph 5;

(b) in cases of maternity, paternity, adoption, parental or shared parental leave, as set out in Paragraph 6;

(c) if otherwise required by law.

### **3. TAKING HOLIDAY**

3.1 All holiday must be approved in advance by the employee's line manager. Employees should give as much notice as possible of holiday requests.

3.2 The Parish Council may require an employee to take (or not to take) holiday on particular dates, including when the business is closed, particularly busy, or during a notice period.

### **4. SICKNESS DURING PERIODS OF HOLIDAY**

4.1 If an employee is sick or injured during a holiday period and would have been incapable of work, they may choose to treat the period of incapacity as sick leave and reclaim the affected days of holiday.

4.2 Employees already on sick leave before a pre-arranged period of holiday may choose to cancel any days of holiday that coincide with the period of incapacity and treat them as sick leave.

4.3 Company sick pay will only be paid for such days if an employee complies with this Sickness Absence Policy, including notifying their manager immediately of their incapacity and obtaining medical evidence, even if they are abroad.

4.4 Dishonest claims or other abuse of this policy will be treated as misconduct under our disciplinary procedure.

## **5. LONG-TERM SICKNESS ABSENCE AND HOLIDAY ENTITLEMENT**

5.1 Holiday entitlement continues to accrue during periods of sick leave.

5.2 If an employee is on a period of sick leave which spans two holiday years, or if they return to work after sick leave so close to the end of the holiday year that they cannot reasonably take their remaining holiday, they may carry over unused holiday to the following leave year.

5.3 Carry over under this rule is limited to the four-week minimum holiday entitlement under EU law (which includes bank holidays), less any leave taken during the holiday year that has just ended. If they have taken four weeks' holiday by the end of the holiday year, they will not be allowed to carry anything over under this rule. If they have taken less than four weeks, the remainder may be carried over under this rule. For example, a full-time employee who has taken two weeks' holiday plus two bank holidays before starting long-term sick leave can only carry over one week and three days. [This limit does not affect their right to carry over holiday under Paragraph 2.2.].

5.4 Any holiday that is carried over under this rule but is not taken within 18 months of the end of the holiday year in which it accrued will be lost.

5.5 Alternatively an employee can choose to take their paid holiday during their sick leave, in which case they will be paid at their normal rate.

## **6. FAMILY LEAVE AND HOLIDAY ENTITLEMENT**

6.1 Holiday entitlement continues to accrue during periods of maternity, paternity, adoption, parental or shared parental leave (referred to collectively in this policy as family leave).

6.2 If an employee is planning a period of family leave that is likely to last beyond the end of the holiday year, they should discuss their holiday plans with the Proper Officer in good time before starting their family leave. Any holiday entitlement for the year that is not taken OR cannot reasonably be taken before starting their family leave can be carried over to the next holiday year.

6.3 For the avoidance of doubt this covers an employee's full holiday entitlement.

6.4 Any holiday carried over should be taken immediately before returning to work or within three months of returning to work after the family leave.

## **7. ARRANGEMENTS ON TERMINATION**

7.1 On termination of employment an employee may be required to use any remaining holiday entitlement during their notice period. Alternatively, they will be paid in lieu of any accrued but untaken holiday entitlement for the current holiday year to date, plus any holiday permitted to be carried over from previous years under this **policy or as** required by law. An employee is entitled to be paid at a rate of 1/260th of their full-time equivalent basic salary for each day of untaken entitlement.