

New Forest National Park Authority

Leave Policy and Procedure

1. Annual leave policy

- 1.1 The annual holiday year will start on 1 April and will run for 12 months to 31 March.
- 1.2 In the first twelve months of employment and up to the end of the leave year following entry into employment, entitlement to annual leave for full-time staff will be pro-rata for each completed month of service.
- 1.3 Those leaving will, in respect of any untaken leave, be given leave or payment in lieu, calculated on the basis of one-twelfth of the annual entitlement for each complete month, rounded to the nearest day.
- 1.4 After the first year annual leave entitlement for full-time staff will be as defined in the Pay Scale and relates to the scale point for each role as defined in the relevant job description. Your leave entitlement will increase by five days when you have five years' continuous service with the Authority, or with one or more local authorities. This will take effect from the 5th anniversary of your start date. For all employees whose 5th anniversary falls part way through the annual holiday year, this long service entitlement will be calculated on a pro-rata basis according to the number of complete calendar months worked from the anniversary date to the end of the leave year.
- 1.5 If a member of staff leaves, having taken more annual leave than they have accrued at the date of termination, then the Authority reserves the right to deduct the amount overpaid from any monies due as a final payment.
- 1.6 All leave must be approved in advance by the appropriate Manager. Members of staff wishing to take leave should seek confirmation by submitting their request through the Agresso HR system. Normally, staff should give at least three weeks notice of a request for leave of four or more days. However, Managers have the discretion to agree a request with less notice.
- 1.7 Staff are permitted to carry forward up to the equivalent of one week to their new leave year. Managers have the discretion to allow up to an additional week's leave to be carried forward **only in exceptional circumstances**, for example during a period of long term sickness absence. However, Managers are required to actively encourage their staff to take all their annual leave entitlement each year. Any additional leave which has not been approved to carry forward will be lost.
- 1.8 Part-time staff will be entitled to leave on a pro-rata basis.

- 1.9 The Authority will, be prepared to treat as sickness, any period during annual leave when a member of staff was ill, as sick leave, if a medical certificate is produced. The member of staff will be advised of the appropriate period of leave which will be credited, to be taken at a later date.
- 1.10 Staff will accrue annual leave during periods of maternity absences. See the Maternity, Paternity and Adoption Policy.
- 1.11 Staff will accrue annual leave during periods of sickness (short-term and long-term). See Sickness Absence and Ill-health policy.

2. Holiday pay

- 2.1 Payment for annual leave will be at the normal basic rate of pay. There will be no payment in lieu of any holidays not taken by the end of the leave year.

3. Bank and public holidays

- 3.1 Staff are entitled to all bank and public holidays per year in addition to their annual leave entitlement. Any additional public holidays will be granted, entirely at the Authority's discretion.

In addition to bank and public holidays, staff are entitled to one extra day's holiday at Christmas. The National Conditions allow three extra days. The Authority has absorbed the other two days into annual leave entitlement.

- 3.2 Staff who are available but not required to work on a public holiday will be paid as for a normal day.
- 3.3 Employees who are required to work on a public or extra statutory holiday shall, in addition to the normal pay for that day, be paid at their normal hourly rate for all hours worked. In addition, at a later date, time off with pay shall be allowed as follows:

Time worked less than half the normal working hours on that day = half day

Time worked more than half the normal working hours on that day = full day

4. Jury service

- 4.1 A member of staff receiving a summons to serve on a jury must report the fact to the Authority immediately and leave of absence will be granted unless an exemption is secured.

4.2 A member of staff serving as a juror shall receive their normal pay on the understanding that there will be no claim made for the allowance for loss of earnings to which he/she is entitled under the Jurors Allowances Regulations.

5. Reservists leave

5.1 Staff who are volunteer members of the Non Regular Forces who attend summer camp shall be granted leave additional to their normal annual leave. The two weeks required for camp will be regarded as additional leave with pay.

5.2 Any other training should normally be arranged in the member of staff's off-duty time, but in exceptional circumstances, the Authority may grant up to a maximum of 10 additional days' leave of which 5 may be paid leave at the Authority's discretion.

6. Study leave

6.1 Leave with pay will be granted to staff for the purpose of sitting approved examinations.

6.2 At the discretion of the Authority, leave with pay may be granted for the purpose of final revision in the period preceding each examination up to a maximum of five days in any academic year.

6.3 At the discretion of the Authority further leave/day release may be granted in accordance with the Learning and Development Policy.

7. Compassionate Leave

7.1 At the discretion of the Authority, leave with pay of up to five days will be granted to attend the funeral of close relatives or in circumstances where the Authority is satisfied that staff need to be absent from work to deal with immediate domestic problems.

7.2 Additional leave with pay at the discretion of the Line Manger in liaison with the Human Resources Manager may be granted to staff responsible for making the funeral arrangements for relatives.

8. Unpaid Leave

8.1 Employees wishing to take a period of unpaid leave should in the first instance make the request in writing direct to their line manager. All requests must subsequently be approved by a member of ELT. Approval will be subject to taking into account cover arrangements and business needs.

9. Sabbaticals

9.1 The Authority has a separate policy which covers sabbatical leave.