

MONMOUTHSHIRE COUNTY COUNCIL HOURS AND LEAVE POLICY

1. WORKING HOURS

1.1 Standard Working Week

The standard working week for the Council's various categories of full-time employees is as laid down in the relevant national conditions of service, unless amended by local agreement. Normal office hours are 9.00 a.m/ to 5.00 p.m. Monday to Thursday and 4.30 p.m. Friday.

1.2 Flexi-time Scheme

Where the service area can accommodate it, employees are able to access the flexi-time scheme which provides for flexibility in agile working. Details of this scheme are included in the document – “Flexi-time Scheme.”

2 BANK AND EXTRA STATUTORY HOLIDAYS

The Council grants 8 Bank and 2 Extra Statutory holidays as follows:

Bank Holidays

New Year's Day
Good Friday
Easter Monday
May Bank Holiday
Spring Bank Holiday
Summer Bank Holiday Monday
Christmas Day
Boxing Day

Extra Statutory Holidays

Easter Tuesday
One day between Christmas and New Year

3 ANNUAL LEAVE

3.1.1 In addition to the 10 statutory days referred to above, officers are entitled to the following **annual leave** entitlement:-

Basic	After 3 Years L.G. Service	After 5 Years L.G. Service	After 8 Years L.G. Service
23 days	25 days	27 days	30 days

L.G. Service - Local Government Service.

Local Government service means service with one or more local authorities and is not restricted solely to service with Monmouthshire County Council. Service does not have to be continuous and is the aggregate of service in Local Government.

3.1.2 The full entitlement applies to staff working a 5 day week (37 hours) and includes "working days" only. Part-time officers working less than 5 days (37 hours) per week enjoy a proportionate leave entitlement in accordance with the number of days worked, e.g. an officer working 3 days per week would

have a basic annual leave entitlement of 14 "working days" for a full year of service.

- 3.1.3 These entitlements are for a full year of service. Where service for the year is incomplete, proportionate leave entitlement will apply on the basis of one twelfth for each completed calendar month of service.
- 3.1.4 A leave year can be either of the following:
- a) Leave year commences on 1st April in any year and terminates on 31st March for the following year.
 - b) Leave year is linked to the officer's date of commencement of employment e.g. The leave year for an officer who commences in June, will run from July to June.

Additional leave entitlement for 5 and 10 completed years of service is granted on a pro rata basis in the leave year in which the 5th or 10th anniversary appointment falls. The additional annual leave is expressed in whole days, rounded down where necessary.

- 3.1.5 A new entrant to the Council's service who has not transferred from another local authority will be allowed to take annual leave, proportionate to the completed months of service during the leave year of entry, after six months from the date of joining. Leave may be granted on the understanding that if an officer leaves the employ of the Council before completing 6 months service then the value of any excess leave taken is deducted from the final salary payment. Temporary staff may only take leave pro rata to the number of completed months service.
- 3.1.6 An officer transferring from another authority brings with him/her his/her unexpired leave entitlement from the previous employing authority.
- 3.1.7 An officer who leaves the local government service shall be allowed 12ths of his/her annual leave entitlement for each complete month of service in the current leave year which should be taken prior to the date of termination.

3.2 Soulbury Staff

Annual leave in addition to statutory and extra statutory holidays is 32 days which are taken as follows:

- a) Four weeks in the summer (to be taken in August wherever possible)
- b) Five days at Christmas
- c) Five days at Easter
- d) Two days at Spring Bank Holiday.

3.3 Timing of Annual Leave

The timing of annual leave is by prior approval of management but is also subject to the special arrangements for certain categories of employees, for example:-

- a) Some School based and certain other employees in the Education Department and employees of Cleaning and Catering DSO's who are required to take leave during school closure periods.

- b) Social Services Department employees in some establishments where certain amounts of leave are to be taken at times of premises closures as determined annually by the Director of Social Services.
- c) DSO employees in accordance with agreed departmental arrangements and for Grounds DSO employees who are normally restricted to a maximum of 12 days leave during the summer growing season.

3.4 Carry Over of Annual Leave

- 3.4.1 The carry over of up to 5 days annual leave from one leave year to another is permitted on application to the relevant Chief Officer subject to the provision that these 5 days should be taken within the first three months of the subsequent leave year (i.e. by 30th June) to avoid excessive accrual of leave by the following 31st March. There is no need to show exceptional circumstances.
- 3.4.2 It is open to Chief Officers/Heads of Service in consultation with the Strategic Personnel Manager to permit the carry over of annual leave in excess of this figure where in exceptional circumstances leave cannot be taken due to the needs of the service. This must be agreed in advance.

3.5 "Bring Forward" of Annual Leave

Requests from employees for personal reasons to bring forward leave from the next leave year into the current leave year are to be referred to the Chief Officer in consultation with the Strategic Personnel Manager. Any requests which are approved are done so on an "adjustment deferred" basis i.e. should the employment terminate before the employee has completed the necessary service in the new leave year to cover the leave brought forward, an appropriate deduction will be made from his/her final salary/wage payment.

3.6 Untaken Annual Leave

Payment shall not be made for untaken leave except in exceptional circumstances when such an arrangement is in the interests of the Authority and has the prior approval of the appropriate Chief Officer. Untaken leave in the event of retirement on the grounds of ill-health will be at the discretion of the Chief Officer in conjunction with the Strategic Personnel Manager.

4. SPECIAL LEAVE

The authority recognises that circumstances will arise where it is appropriate to grant employees special leave in addition to their annual leave entitlement. Such leave may be paid or unpaid.

Special leave should normally be applied for, in writing, to an employee's line manager, not less than one week before the relevant dates wherever practicable. The leave should then be agreed with the line manager prior to the absence commencing. However, it is accepted that there will be exceptions. Situations will arise where leave agreed verbally will need to be formally applied for retrospectively on an employees return to work. There will also be cases where it is more appropriate for the manager to instigate the leave and complete the form on an employee's behalf.

The Special Leave With Pay allowances detailed here are maximum amounts and should not be regarded as an automatic entitlement. The actual amount of leave granted should reflect the circumstances of each particular case. Advice and guidance on employee support provisions, including Special Leave, is available from the HR Team.

Given the extent of agile working within the authority, if appropriate, Managers should diplomatically explore agile working arrangements in place of special leave in the first instance.

The following amounts of Special Leave may be authorised:

4.1 DOMESTIC / COMPASSIONATE LEAVE

- i) Such leave is intended to cover a range of circumstances where an employee may need to take time off. Examples could be care of a sick dependant, a domestic crisis such as fire, flood, or burglary, or loss of a family member, close relative or partner or close friend. However, this is not an exhaustive list and each case should be considered sympathetically on its merits and the individual circumstances. **Up to 10 days With Pay Per Annum**
- ii) Where Domestic/ Compassionate Leave of more than 10 days is required in any one year, then additional unpaid leave may be granted at the Corporate Director's discretion.
- iii) Where it is not considered appropriate to grant Special Leave with Pay, consideration should be given to whether unpaid leave can be granted instead.
- iv) Where appropriate, and wherever longer term arrangements are required, options for flexible working should be discussed with the employee, as an alternative / in addition to leave. These can include home working, job share, part time working, variable start and finish times etc.

4.2 INTERVIEWS

Special Leave With Pay can be granted for interviews in connection with appointments within the Public Service e.g. other local authorities, development corporations, Police Authorities, National Health Service, civil service departments, H. M. Forces **Up to 3 days with Pay per Annum**

4.3 JURY SERVICE

Special Leave With Pay will be granted as required. However, allowance for loss of earnings must be claimed from the Court, and this is then deducted **Special Leave With Pay as Required**

from the officer's full pay. Notification of the actual dates of attendance should be submitted on the return to duty of the employee concerned.

4.4 ATTENDANCE IN COURT

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|------|--|--------------------------------------|
| i) | Witness On Behalf of the County Council
Time allowed as necessary - no claim to be made on the Court | Special Leave
With Pay |
| ii) | Witness in All Other Cases
Time allowed as necessary - loss of earnings claimed from the Court | Special Leave
Without Pay |
| iii) | Plaintiff or Defendant in Private Court Action
Time allowed as necessary | Special Leave
Without Pay |

4.5 ATTENDANCE AT TRIBUNALS

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|-----|---|--------------------------------------|
| i) | Witness On Behalf of the County Council
Time allowed as necessary | Special Leave
With Pay |
| ii) | Witness in All Other Cases
Time allowed as necessary | Special Leave
Without Pay |

4.6 TIME OFF FOR PUBLIC DUTIES

- a) An employee who is an elected member of a local authority is permitted to take 18 days (36 half days) leave per annum WITH PAY for carrying out the duties of his/her office;
- b) An employee who is a magistrate is permitted to take 18 days (36 half days) leave per annum WITH PAY for carrying out his/her magisterial duties;
- c) An employee who is an elected member of a local authority and also a magistrate is permitted to take 18 days (36 half days) leave per annum WITH PAY in respect of each of the two offices;
- d) An employee who serves on a governing body which unavoidably has to meet in the day time is permitted 4 days (8 half days) leave per annum WITH PAY for attending such meetings.

It is permissible for employees involved in the above duties to claim leave in hours, as follows:

Employees working 37 hours per week:
18 days/36 half days = 130 hours per annum
4 days/8 half days = 30 hours per annum

Employees working 39 hours per week:
18 days/36 half days = 140 hours per annum
4 days/8 half days = 30 hours per annum

Employees must declare at the beginning of the leave year whether they wish their time off to be recorded as days/half days OR in hours.

- 4.7 **Holiday Bookings** in excess of annual **Leave WITHOUT PAY**

leave entitlement (on the basis of family commitments).

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|------|---|---|
| 4.8 | Attendance at TA, RNR, ATC and ROC Annual Training Camps. | Up to 2 weeks per annum WITH PAY |
| 4.9 | Home Removal: In special circumstances only (i.e. for new appointed staff moving to the Monmouthshire area). | 1 day WITH PAY |
| 4.10 | Approved Examination and Examination Study leave | PAID leave for each Pre-examination taken. A period of study leave equal to the period of examination to be taken immediately prior to examination. A maximum of 3 days study leave for sitting Professional examinations. Where day release is not given, up to a maximum of 10 days paid study leave may be given at the discretion of the Corporate Director. |
| 4.11 | Open University Summer School | Up to 1 week per annum WITH PAY and examination leave |

**MONMOUTHSHIRE COUNTY COUNCIL
APPLICATION FOR SPECIAL LEAVE**

PLEASE COMPLETE IN BLACK INK – AS THIS FORM IS SCANNED

NAME PAYROLL REFERENCE

DESIGNATION DIRECTORATE

DETAILS OF SPECIAL LEAVE REQUIRED

DATES: (FROM) (TO)

HOURS.....

(Please specify the exact number of hours used/requested for Special Leave)

PAID / UNPAID (delete as applicable)

IF UNPAID:

HAS THE DEDUCTION BEEN MADE VIA A BATCH OR AN E-FORM?

YES / NO (delete as applicable)

IF YES, PLEASE PROVIDE BATCH ID OR EFORM NUMBER.....

**IF NO, PLEASE BE ADVISED A DEDUCTION WILL BE MADE FROM THE EMPLOYEES
PAY ONCE THE FORM IS RECEIVED BY THE EMPLOYEE SERVICES TEAM**

CIRCUMSTANCES

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N.B. Where Special Leave is requested to care for a sick dependant, the application should be supported by a doctors certificate.

For use by line manager

REQUEST AGREED

Authorised By Date

REQUEST NOT AGREED

Reason

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Alternative action discussed and proposed:

Once action on this form is completed, one copy should be issued to the applicant by the line manager and a further copy sent to the Employee Services Team for retention on the employee's personal file. The line manager may also wish to retain a copy for their records.