Batheaston Parish Council – Annual Leave Procedure and Form

Introduction

This procedure implements the Council's Annual Leave Policy which is available to all staff as part of the staff handbook, and on the Council's website, www.batheaston-pc.gov.uk/policies.

Procedure

1. Each member of staff will be issued with this procedure and form before the start of the annual leave year, which is the calendar year, or on starting employment with the Council.

2. The member of staff should submit the form – in print or digital format – or if not possible, an email, to their authorising manager and detail every continuous period of leave.

3. In accordance with the Policy, requests for leave should be made with as much notice as possible, and at a minimum this should be:
    a. A week or more for leave of up to one week;
    b. A month or more for a leave period of over a week.

4. The authorising manager (the Clerk or Nominee of the Council's HR Committee) will endeavour to approve leave requests wherever possible, making reasonable adjustments to the Council's service delivery and by allocating tasks to others where necessary.

5. For part-time staff, leave will be granted according to days absent, and a calculation will then be made in terms of hours reduction for the month.

Batheaston Parish Council
Annual leave request form

Name:

Leave year:

Total leave entitlement:

Brought forward from previous year:

Leave request dates (from first day of leave to return to work date)		**Total hours/days being taken**	**Authorised by**	**Days remaining**
From	**To**			