



## **KIPPAX PARISH COUNCIL ANNUAL LEAVE REQUEST PROCEDURE**

**Approved: 18<sup>th</sup> May 2023**

**Item 011/FC/2324b.**

**Review date: May 2024**

***M Eyre***

**Signed by Chairman, Councillor Martin Eyre**

### **Introduction**

This policy applies to all employees of Kippax Parish Council.

The council's leave year runs from 1st April to 31st March. This will be the leave year for all employees. Holiday entitlement for each employee will be detailed in their employment contracts.

### **Our annual leave Policy and Procedure**

Your line manager will consider all requests for annual leave sympathetically, although the needs of the council will always be the primary consideration. The following procedures must be followed:

1. No holiday arrangements must be made until approval to take annual leave has been obtained from your line manager. There may be times when such requests are refused due to the needs of the service or other practical reasons. Therefore, you should not make bookings until approval has been received.
2. Unless permission has been given by the personnel committee, periods of more than 15 consecutive working days' leave will not be granted (pro-rata for part-time staff).
3. All requests for leave must be considered by your line manager. 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. All requests must be submitted in writing using the council's annual leave request form which will be signed by your line manager if approved and kept on file.
5. Annual leave cannot be carried over into the next year unless there is exceptional circumstance and permission has been granted by the personnel committee.



**KIPPAX PARISH COUNCIL  
ANNUAL LEAVE REQUEST FORM**

**For annual leave of at least one week's duration, you must provide at least a month's notice.**

EMPLOYEE NAME:	
START DATE OF ANNUAL LEAVE REQUEST:	
END DATE OF ANNUAL LEAVE REQUEST:	
TOTAL NUMBER OF DAYS REQUESTED:	
SIGNATURE OF EMPLOYEE:	
DATE SUBMITTED FOR APPROVAL:	
DATE APPROVED:	
SIGNATURE OF LINE MANAGER/CHAIR OR PERSONNEL	

Total Number of Days Already Taken:	
Total Number of Days Booked:	
Total Number of Days Remaining:	