



KIPPAX PARISH COUNCIL

ANNUAL LEAVE REQUEST PROCEDURE AND FORM

Approved: 19th Dec 2024

Item: 120/FC/2425a

Review date: May 2025

M Eyre

Signed by Chairman

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, or liaison councillor for the clerk, 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/ liaison councillor. 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. All requests for leave must be considered by your line manager/liaison councillor. 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.
3. All requests must be submitted in writing using the council's annual leave request form which will be signed by your line manager/liaison manager if approved and kept on file.
4. Up to five days annual can be carried over into the next year if approval has been granted by the personnel committee.



KIPPAX PARISH COUNCIL

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

Employee Name	
Leave year start date	
Leave year end date	
Total days leave entitlement	

Annual Leave requests:

[illegible]