

ANNUAL LEAVE AND PUBLIC HOLIDAYS

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SECTION 1: ANNUAL LEAVE

For Single Status, Craft and Chief Officers, annual leave entitlement is based on continuous service, i.e., all unbroken previous service with any local authority or employer listed in the [Redundancy Payments \(Continuity of Employment in Local Government, etc\) \(Modification\) Order 1999](#).

Notes:

- 1 In addition, for Single Status employees and Chief Officers, service with organisations approved by Perth & Kinross Council is also recognised for annual leave purposes. A list of such organisations is attached as [Additional Organisations Recognised for Annual Leave – Single Status and Chief Officers](#).
- 2 Where an employee returns to local government service following a break for maternity/adoption reasons, previous service will be considered for annual leave provided that no paid employment has intervened.

To clarify service recognised by the Council, contact Human Resources at HR@pkc.gov.uk.

GENERAL CONDITIONS

Employees accrue annual leave entitlement from day one.

When an employee starts or leaves the Council during the leave year, Annual Leave Entitlement will be calculated to reflect the days worked or to be worked in the leave year.

Any additional leave entitlement will be awarded in the same year as the service is achieved from the beginning of the leave year. Please see the tables in section 4 for details of the relevant entitlement per length of service.

The Council's leave year is from 1 January to 31 December.

Subject to the agreement of their manager an employee will be able to carry forward up to the equivalent of their weekly contracted hours or, in case of varying hours or compressed hours, the average weekly contracted hours, which must be taken by 31 March in the following leave year.

Any adjustment on return from long term sickness will also be pro-rated and should be taken within the following leave year.

Part Time Employees

Leave entitlement and any carry forward agreed with Management will be pro-rated based on the above.

Fixed Term Employees

If employed on a fixed term basis, leave will be calculated from the employee's start date and will be proportionately based on the actual service completed with the Council in the leave year.

Details of the calculations that are carried out for non-standard work patterns and part year working, including fixed term contracts, can be found in Appendix 1.

NOTICE PROVISIONS

Employees who wish to book annual leave are required to provide a minimum of double the number of days' notice, as the duration of their intended leave. For example, an employee wishing to take 2 days' annual leave must provide at least 4 days' notice.

In exceptional circumstances when less notice is given, the manager has discretion to waive the notice provisions.

Managers are required to consider annual leave requests carefully, taking into account the needs of the business. In some cases, they may be required to refuse a request for annual leave. In this event, managers must provide the requesting employee with notice equivalent to the amount of leave requested. For example, a manager would be required to provide 2 days' notice to an employee who has requested 2 day's leave.

The Council reserve the right to cancel previously agreed leave by providing an employee with counter-notice. Managers should consider all other options available prior to cancelling any previously agreed leave. If leave must be cancelled, managers must provide employees with notice equivalent to the number of leave requested. For example, a manager would be required to provide 2 days' notice to an employee who has requested 2 day's leave.

In addition, Services may stipulate the periods during which leave must be taken.

SECTION 2: RECOGNISED PUBLIC HOLIDAYS

The Council recognises the following public holidays

2 Days at New Year	1 January & 2 January
2 Days at Easter	Good Friday & Easter Monday
2 Days at Christmas	25 December & 26 December

In the event that any of the recognised public holidays during Christmas and New Year fall at the weekend, the Council will re-designate the public holidays affected to the nearest week day.

However, there are specific service areas where employees are contractually required to work at weekends, over the festive period, as part of their normal working pattern. In these instances, the Council will seek the agreement of the trade unions to re-designate public holidays at weekends to ensure that these employees are not disadvantaged. Any re-designated public holidays will be published on the Council's website.

The public holiday entitlement for employees working a standard Monday to Friday, 36 hours per week is 6 days x 7.2 hours (7 hours 12 minutes) per day = 43.2 hours (43 hours 12 minutes) for the whole leave year.

Part Time Employees

Public holiday entitlement is pro-rated for part time employees. So, if an employee is contracted to work 18 hours per week, they will be entitled to 43.2 hours (43 hours 12 minutes) x 18 hours/36 hours, i.e., 21.6 hours (21 hours 36 minutes) for the whole leave year.

Details of the calculations that are carried out for non-standard work patterns and part year working (ie new starts/leavers) can be found in Appendix 1.

Please refer to [Public Holiday Working](#) document for further information on the payment and time off arrangements when working on a public holiday.

SECTION 3: DISCRETIONARY DAY

To facilitate the festive closedown period an additional discretionary days' leave is given. This day is fixed and falls on the last working day between 27 and 31 December.

The entitlement for employees working a standard Monday to Friday, 36 hours per week is 1 x 7.2 hours (7 hours 12 minutes) = 7.2 hours (7 hours 12 minutes) for the whole leave year. To calculate a pro rated entitlement for part time employees, should use the following calculation: 7.2 hours (7 hours 12 minutes) x contracted hours/ 36 hours.

Details of the calculations carried out for non-standard work patterns and part year working can be found in Appendix 1.

Employees who are required to work between 27 and 31 December are paid their normal rate of pay and will have the discretionary day added to their leave entitlement, to take at another time.

SECTION 4: ENTITLEMENTS AND GENERAL NOTES - ANNUAL LEAVE AND PUBLIC HOLIDAYS

Calculation of annual leave, public holiday and the additional discretionary day entitlements are normally expressed in hours over the leave year.

Single Status and Chief Officers

Entitlements for Single Status employees and Chief Officers are as follows:

Service in Leave Year	Leave Entitlement in Days	Entitlement in hours	Public Holidays - (6 days)	Discretionary Day - (1 Day)	Total Leave Entitlement for the Year
0	26	187.20	43.2	7.2	237.60
1	27	194.40	43.2	7.2	244.80
2	28	201.60	43.2	7.2	252.00
3	29	208.80	43.2	7.2	259.20
4	30	216.00	43.2	7.2	266.40
5	31	223.20	43.2	7.2	273.60
10	32	230.40	43.2	7.2	280.80
20	34	244.80	43.2	7.2	295.20
30	36	259.20	43.2	7.2	309.60

Craft Employees

Annual leave entitlement for Craft employees is 26 working days, rising to 31 days after completion of at least 5 years' continuous service at the commencement of the leave year.

Service in Leave Year	Leave Entitlement in Days	Entitlement in hours	Public Holidays - (6 days)	Discretionary Day - (1 Day)	Total Leave Entitlement for the Year
0	26	187.20	43.2	7.2	237.60
5	31	223.20	43.2	7.2	273.60
10	32	230.40	43.2	7.2	280.80
20	34	244.80	43.2	7.2	295.20
30	36	259.20	43.2	7.2	309.60

The [Long Service Award Scheme](#) increases employee leave entitlement by a further day after completion of 10 years continuous service, two days after completion of 20 years continuous service and two days after completion of 30 years continuous service, i.e., a total of 5 extra days.

Pro-rata arrangements apply to part time staff in all staff groups.

GENERAL CONDITIONS

Leaving the Council

Employees leaving the Council during the leave year, will have a leave entitlement based on their actual service up to and including their last working day with the Council. If, for operational reasons or through unavoidable circumstances, such leave cannot be granted, employees will be given pay in lieu of any outstanding accrued annual leave.

If an employee has taken more leave than they are entitled to, then any necessary deduction will be made in the balance of pay due at their date of leaving.

Pay for this purpose means normal basic pay plus any contractual payments for overtime and/or any allowances earned through a contractual requirement to undertake shiftworking, night working or standby working.

Sickness During Leave

Annual Leave

If an employee becomes ill during a period of annual leave and follows the Council's [Sickness Absence Reporting Procedure](#), and provides a medical certificate for their absence, then this period will be treated as sickness absence and not as annual leave.

Public Holidays

There is no entitlement to time off in lieu if a period of sickness absence coincides with a public holiday. Therefore, if occupational sick pay (OSP) has been exhausted there will be no payment or time off in lieu in respect of a public holiday occurring during a period of sickness absence.

Discretionary Day

If an employee is not required to work on the discretionary day, ie, the last working day between 27 and 31 December, they will not be entitled to time off in lieu for sickness absence coinciding with that day. If occupational sick pay (OSP) has been exhausted there will be no payment or time off in lieu in respect of the discretionary day occurring during a period of sickness absence.

Returning from Long Term Sickness Absence

If an employee is absent through sickness or injury for a continuous period exceeding 3 months, their leave entitlement will be adjusted to reflect their service during the leave year.

Short Term

There is no adjustment required as a result of a single or multiple short-term absences, i.e. each individual absence of less than 3 months has no impact on entitlement to annual leave and public holidays.

Long Term

Continuous sickness absences of three months or more will result in an adjustment of leave entitlement, to an amount equal to the period of actual service worked during the leave year, however, employee leave entitlements will not be adjusted to be less than the statutory minimum of 28 days which includes Public Holidays.

If the period of continuous absence spans two leave years, e.g., November, December and January, then leave entitlements for both years will be adjusted.

If an employee has taken more leave than their adjusted entitlement, then an appropriate adjustment will be made in the following year. Employees should contact the MyView team, MyView@pkc.gov.uk, regarding any queries about adjustments made to their leave entitlements.

SECTION 5: TEACHERS, EDUCATIONAL PSYCHOLOGISTS AND QUALITY IMPROVEMENT OFFICERS

For full details on annual leave please refer to [the SNCT Handbook of Conditions of Service](#).

APPENDIX 1: NON-STANDARD WORKING PATTERNS AND PART YEAR WORKING (ie NEW STARTS/LEAVERS)

An employee's total leave entitlement comprises of annual leave, public holidays and the discretionary day. Entitlement to both public holidays and the discretionary day is not service related; however, these are pro-rated for part time employees and employees with less than 12 months service in the leave year.

The hours deducted from the employee's annual leave, public holiday and discretionary day entitlement will be their contracted hours for the relevant day, i.e., where daily contracted hours vary or compressed hours are worked, the hours for that specific day will be deducted.

If an employee is not contracted to work on a public holiday or the discretionary day, no deduction will be taken from their leave entitlement.

If the number of fixed days (public holidays and discretionary day) that fall within the employee's working pattern exceeds the allocation in their leave entitlement the balance will be taken from their annual leave.

Employee's may wish to refer to the annual leave calculator on the [Employment information](#) page to assist with any calculations. See example calculations below based on a single status employee entitlement:

Scenario	Full year's entitlement (depending on length of Service)	Number of days remaining in leave year	Formula – Full year's entitlement x number of days remaining in year divided by total number of days in the year	Entitlement to the end of the leave year
New Starters				
Full-time employee joins the Council with a start date of 1 February	237.60 hours	01.02-31.12 = 334 days	237.60 hours x 334 days/365 days	217.42 hours
Full-time employee joins the Council with a start date of 1 May	237.60 hours	01.05-31.12 = 245 days	237.60 hours x 245 days/365 days	159.48 hours
Full-time fixed term employee joins the Council with a start date of 1 May and end date of 30 November	237.60 hours	01.05-30.11 = 214 days	237.60 hours x 214 days/365 days	139.30 hours
Leavers				
Full-time employee leaves the Council on 15 January	237.60 hours	01.01-15.01 = 15 days	237.60 hours x 15 days/365 days	9.76 hours
Full-time employee leaves the Council on 31 October	237.60 hours	01.01-31.10 = 304 days	237.60 hours x 304 days/365 days	197.89 hours