ANNUAL LEAVE AND PUBLIC HOLIDAYS

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SECTION 1

1 ELIGIBLE SERVICE

For Single Status, Craft and Chief Officers, annual leave entitlement is based on continuous service, ie 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 taken into account for annual leave provided that no paid employment has intervened.

If you require any clarification on service recognised by the Council you may wish to contact the Employment Services Team.

2 GENERAL CONDITIONS

Employees accrue annual leave entitlement from day one.

When an employee starts or leaves the Council during the course of the leave year, Annual Leave Entitlement will be calculated to reflect the actual months 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.

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

Subject to the agreement of their Line 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

Your leave entitlement and any carry forward agreed with your Line Manager will be pro-rated based on the above.
Fixed Term Employees

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

3 NOTICE PROVISIONS

Other than in exceptional circumstances employees should give double the notice of the number of days they wish to take. For example, if you wish to take 2 days’ annual leave you should give 4 days’ notice.

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

The manager can also give counter-notice to the employee’s request if they wish to refuse the request. The notice from the employer should equal the number of days requested. For example, if the employee requests 2 days’ annual leave and gives the 4 days’ notice, the employer can give counter-notice of refusal of 2 days.

Refusal to take annual leave should be justified and should be a last resort, especially if the request had previously been approved.

In addition, your Service may stipulate the periods during which leave must be taken.
SECTION 2

4 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
1 Discretionary Day This is fixed annually to a particular date between 27 December and 31 December, to facilitate a service closedown period between Christmas and New Year.

Please refer to Public Holiday Working for further information on the payment and time off arrangements when working on a public holiday.

5 GENERAL CONDITIONS

Your total leave entitlement comprises of annual leave and public holidays. Entitlement to public holidays is not service related; however these are pro-rated for part time employees and also employees with less than 12 months service in the leave year.

Standard Full Time Hours

The public holiday entitlement (including 1 discretionary day) for employees working a standard Monday to Friday, 36 hours per week is $7 \times 7.2 \text{ hours} = 50.4 \text{ hours}$ for the whole leave year.

Part Time Employees

Public holiday entitlement is pro-rated for part time employees. Therefore, if you are contracted to work 18 hours per week your entitlement will be $50.4 \text{ hours} \times 18/36$, i.e. $25.2 \text{ hours}$ for the whole leave year.

Non Standard Working Patterns and Part Year Working

The hours deducted from your annual leave and public holiday entitlement will be your contracted hours for the relevant day, i.e where your daily contracted hours vary or you work compressed hours, the hours for that specific day will be deducted.

However, if you are not contracted to work on a Public Holiday no deduction will be taken from your leave entitlement for that day.
If the number of public holidays that fall within your working pattern exceeds the public holiday allocation in your leave entitlement the balance will be taken from your annual leave.

See examples below:

New Starters

1 A full time employee joins the Council with a start date of 1 February

230.40 hours x 334 days/365 days = 210.83 hours

230.40 hours – full time Annual Leave & Public Holiday Entitlement
334 days – number of days available to work (01/02 – 31/12)
365 days – number of days in year

2 A full time employee joins the Council with a start date of 1 May

230.40 hours x 245 days/365 days = 154.65 hours

230.40 hours – full time Annual Leave & Public Holiday Entitlement
245 days – number of days available to work (01/05 – 31/12)
365 days – number of days in year

3 A full time fixed term employee joins the Council with a start date of 1 May and an end date of 30 November

230.40 hours x 214 days/365 days = 135.08 hours

230.40 hours - full time Annual Leave & Public Holiday Entitlement
214 days - number of days available to work (01/05 – 30/11)
365 days - number of days in year

Where there is insufficient entitlement to cover the public holidays recognised by the Council, an employee will carry forward a minus balance into the next leave year.

Leavers

1 A full time employee leaves the Council on 15 January

230.40 hours x 15 days/365 days = 9.46 hours

230.40 hours - full time Annual Leave & Public Holiday Entitlement
15 days - number of days available to work (01/01 – 15/01)
365 days - number of days in year
2 A full time employee leaves the Council on 31 October

\[
230.40 \text{ hours} \times \frac{304 \text{ days}}{365 \text{ days}} = 191.89 \text{ hours}
\]

230.40 hours - full time Annual Leave & Public Holiday Entitlement
304 days - number of days available to work (01/01 – 31/10)
365 days - number of days in year

**Sickness Absence**

There is no entitlement to time off in lieu if a period of sickness absence coincides with a public holiday. Therefore if you have exhausted your occupational sick pay (OSP) there will be no payment or time off in lieu in respect of a public holiday occurring during a period of sickness absence.
SECTION 3

6 ENTITLEMENTS AND GENERAL NOTES - ANNUAL LEAVE AND PUBLIC HOLIDAYS

Single Status and Chief Officers

Calculation of annual leave and public holiday entitlements are normally expressed in hours over the leave year. Entitlements with pay for Single Status and Chief Officers are as follows:

<table>
<thead>
<tr>
<th>Service in Leave Year</th>
<th>Leave Entitlement in Days</th>
<th>Entitlement in hours</th>
<th>Public Holidays - 7 days</th>
<th>Total Leave Entitlement for the Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>25</td>
<td>180.00</td>
<td>50.4</td>
<td>230.40</td>
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<td>2</td>
<td>27</td>
<td>194.40</td>
<td>50.4</td>
<td>244.80</td>
</tr>
<tr>
<td>3</td>
<td>28</td>
<td>201.60</td>
<td>50.4</td>
<td>252.00</td>
</tr>
<tr>
<td>4</td>
<td>29</td>
<td>208.80</td>
<td>50.4</td>
<td>259.20</td>
</tr>
<tr>
<td>5</td>
<td>30</td>
<td>216.00</td>
<td>50.4</td>
<td>266.40</td>
</tr>
<tr>
<td>10</td>
<td>31</td>
<td>223.20</td>
<td>50.4</td>
<td>273.60</td>
</tr>
<tr>
<td>20</td>
<td>33</td>
<td>237.60</td>
<td>50.4</td>
<td>288.00</td>
</tr>
<tr>
<td>30</td>
<td>35</td>
<td>252.00</td>
<td>50.4</td>
<td>302.40</td>
</tr>
</tbody>
</table>

1 7 days public holiday includes the additional discretionary public holiday to facilitate the Christmas Closedown.

Craft Employees

Annual leave entitlement for Craft employees with 5 days public holidays converted to annual leave is 25 working days, rising to 30 days after at least 5 years’ continuous service at the commencement of the leave year.

<table>
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<tr>
<th>Service in Leave Year</th>
<th>Leave Entitlement in Days</th>
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1 7 days public holiday includes the additional discretionary public holiday to facilitate the Christmas Closedown.

The Long Service Award Scheme increases your leave entitlement by a further day after 10 years continuous service, two days after 20 years continuous service and two days after 30 years continuous service, ie a total of 5 extra days.

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

Leaving the Council

If you leave the Council’s service for whatever reason during the leave year, your leave entitlement will be based on your actual service. If, for operational reasons or through unavoidable circumstances, such leave cannot be granted, you will be given pay in lieu of any outstanding accrued annual leave.

If you have taken more leave than you are entitled to, then any necessary deduction will be made in the balance of pay due to you at the 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 you become ill during a period of annual leave and follow the Council’s Sickness Absence Reporting Procedure for Teachers or the Maximising Attendance Policy for Single Status, Craft and Chief Officers, and provide a medical certificate for your 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 you have exhausted your occupational sick pay (OSP) there will be no payment or time off in lieu in respect of a public holiday occurring during a period of sickness absence.

Returning from Long Term Sickness Absence

If you are absent through sickness or injury for a continuous period exceeding 3 months, your leave entitlement will be re-calculated eg

- If an employee is absent on the 1st January and returns on 1st April, their leave entitlement would not be re-calculated

- If an employee is absent on 1st January and returns to work on 2nd April, their leave entitlement would be re-calculated.

The period of sickness absence will be excluded from your adjusted leave entitlement; this will be not less than the statutory minimum of 28 days which includes Public Holidays.
If the period of continuous absence spans two leave years, eg November, December and January, then your leave entitlement for both years will be re-calculated as above.

In the event that you have taken more leave in the first year than your re-calculated entitlement then an appropriate adjustment will be made in the second year.

8  **TEACHERS, EDUCATIONAL PSYCHOLOGISTS AND QUALITY IMPROVEMENT OFFICERS**

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