



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Annual Leave and Bank Holiday Policy

DOCUMENT CONTROL

Organisation(s)	Cherwell District Council (CDC)
Policy title	Annual leave and bank holiday Policy
Owner	Human Resources
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DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
Personnel Committee	31 January 2023

DOCUMENT DISTRIBUTION

This document will be distributed to all employees of Cherwell District

DATE FOR REVIEW

No later than 1st February 2026 but sooner if impacted by legislative changes.

REVISION HISTORY

Version	Revision date	Summary of revision

Contents

Entitlement	4
Carry over	5
New employees	5
Leaving the authority	5
Sickness during a period of annual leave	5
Accrual during maternity and adoption leave	5

Annual Leave and Bank Holidays

1. The annual leave period is from 1 April to 31 March.
 - 1.1 The timing of annual leave is at the discretion of the line manager and must be planned within the requirements of the service. All employees must obtain prior authorisation for leave from their line manager.
 - 1.2 All annual leave and bank holidays are present in hours within the HR/Payroll system under the Employee Self Service (ESS).

2. Entitlement

- 2.1 In addition to the national bank holidays and one locally agreed concessionary day, employees have a minimum annual leave entitlement of:

Grade A to I - 26 working days/ 192.4 hours, rising to 29 days/214.6 hours after 5 years continuous service. The increase is effective from the 5th anniversary of the continuous service date.

Grade J and above – 34 working days/ 251.6 hours

These entitlements are pro-rated for part-time employees.

- 2.2 Bank holidays recognized on an annual basis and the locally agreed concessionary day are as follows:

Bank Holidays	Locally Agreed Concessionary Day
New Year's Day Good Friday Easter Monday The first Monday in May (May Day) Spring Bank Holiday Monday Summer Bank Holiday Monday Christmas Day Boxing Day	One concessionary day decided annually – usually Christmas Eve or between Christmas and New Year.

- 2.3 All employees who work part time hours or have a working pattern where the number of hours worked each day are different, benefit from a pro rata entitlement to bank holidays and the concessionary day.

2.4 There is a “holiday calculation guide” available on the HR/Payroll system under your ESS.

3. Carry-Over

3.1 A maximum of the employees working week may be carried forward into the new leave year. Additional carry-over may be agreed in exceptional circumstances with the advance agreement of the Assistant Director - HR.

4. New Employees

4.1 For the current leave year new employees are entitled to an amount of leave proportionate to completed **weeks** of service during the leave year.

4.2 By prior arrangement an employee transferring from the service of one authority to another may transfer their balance of outstanding annual leave provided there is no break in service.

5. Leaving the Authority

5.1 An employee who leaves local government service during the leave year shall be allowed a pro rata entitlement to annual leave and bank holidays based on the number of **weeks** completed service in the current leave year.

5.2 Employees who leave CDC to join another local authority within the leave year are entitled to transfer any outstanding leave to that authority. In such circumstances a statement of annual leave should be requested from Human Resources.

5.3 Employees who leave within the leave year having taken more than their proportionate entitlement will be required to repay the Council, normally by deduction from their final salary.

5.4 Employees who have not taken their proportionate entitlement in the leave year when they tender their resignation will be required to take their outstanding leave during their notice period. However, in exceptional circumstances the Assistant Director or Corporate Director may agree to payment in lieu of outstanding leave.

6. Sickness during a period of annual leave

6.1 In the event an employee falls sick during a period of his or her annual leave, they will be entitled to this annual leave being recredited only upon receipt of a GP fit note.

7. Annual leave accrual during maternity and adoption leave

7.1 Subject to agreement by your manager, you should take your accrued annual leave prior to the commencement of your maternity leave. Any annual leave entitlement for the year that is not taken or cannot reasonably be taken before starting your maternity leave can be carried over to the next annual leave year. This must be taken immediately before returning to work or within three months of returning to work. Please see maternity /adoption leave policy for more information.