

	<i>Meeting (No)</i>	<b>Policy Committee (3)</b>
	<i>Date</i>	<b>18.12.2018</b>
	<i>Document</i>	<i>Ref No</i>
	<b>Annual Leave Allowance</b>	<b>PO4/61</b>

## Background

The current annual leave allowance for the majority of Neston Town Council staff is lower than the minimum offered under the national agreements for local government. Town and parish councils are not bound by these agreements, but they offer a benchmark against which NTC's terms and conditions can be measured.

A positive approach to annual leave provides more opportunity for rest resulting in an improved work/life balance and increased employee effectiveness.

## Suggested amendment to employee terms and conditions

It is proposed that that annual leave allowance for all staff be aligned with the NJC minimum as follows:

- 23 days plus public holidays rising to 27 days plus public holidays after completion of five years' service. This allowance will be pro rata for part-time employees.
- All employees to be permitted to carry forward up to a maximum of five days (pro rata for part-time employees) from one leave year to the next.
- This amendment to terms and conditions of employment to be implemented on 1 April 2019.

## Points to note

An increase of two days per year is relatively modest and should be weighed against the increased employee effectiveness that results from regular breaks from work.

The suggestion to carry forward annual leave will avoid any potential "bottleneck" at the end of the leave year thereby preventing disruption to the smooth-running of the organisation.

## Review Task & Finish Group