



STREET PARISH COUNCIL

Annual Leave Requests Procedure

Adopted: PROPOSED BY STAFFING CTTEE 14TH JANUARY 2025 FOR CONSIDERATION OF APPROVAL BY POLICY & FINANCE COMMITTEE 4 FEBRUARY 2025
Next Review: February 2027

Document Approved	Date
Policy & Finance Committee	4 February 2025

Reviewed By	Major Changes	Date of Review

All employees are entitled to take paid annual leave, and their entitlement will be set out in their individual contract of employment. If managed well, annual leave can be a real asset to an organisation by helping to maintain staff welfare morale and productivity.

Request: Employees should formally request to take annual leave via email.

Consider: Upon receiving a request, the Clerk will consider whether it can be accommodated, considering the notice given by the employee, workload and whether any other employees have booked annual leave at the same time.

Leave requests to observe religious festivals should be granted unless there is insufficient entitlement, or the absence would result in serious disruption of services.

Authorise: If you can accommodate the request, authorise via reply to employee's email request

If you are unable to authorise a request, ensure you have carefully considered alternative options for covering an employee's work and are consistent with the refusal process as outlined in the Annual Leave Policy.

Record: A record of holiday accrued should be recorded in the Absentia Leave Planner (which is maintained by the Clerk) to assist the council to manage absences, ensure transparency and avoid disputes.