



Title of Report:	ODHR Policies and Procedures – Annual Leave Policy		
Committee Report Submitted To:	Corporate Policy and Resources Committee		
Date of Meeting:	22 October 2024		
For Decision or For Information	For Decision		
To be discussed In Committee YES/NO	N/A		
Linkage to Council Strategy (2021-25)			
Strategic Theme	Innovation and Transformation		
Outcome	Improve Service Delivery		
Lead Officer	Director of Corporate Services		
Estimated Timescale for Completion			
Date to be Completed	01 May 2025		

Budgetary Considerations			
Cost of Proposal	n/a		
Included in Current Year Estimates	n/a		
Capital/Revenue	n/a		
Code	n/a		
Staffing Costs	n/a		
Legal Considerations			
Input of Legal Services Required	YES/NO		
Legal Opinion Obtained	YES/NO		
Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Completed
	EQIA Required and Completed:	Yes/No	N/A
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	N/A
	DPIA Required and Completed:	Yes/No	N/A

1.0 Purpose of Report

The purpose of this report is to present Members with the Annual Leave Policy for consideration and approval.

2.0 Background

2.1 This policy is to formalise the arrangements around annual leave for all employees to ensure a fair and equitable approach.

3.0 Purpose of the Policy

3.1 The Annual Leave Policy details entitlements to annual leave and public holidays at Causeway Coast and Glens Borough Council, and requirements for annual leave arrangements, to ensure that all employees are aware of their rights and responsibilities regarding annual leave.

3.2 This policy applies to all directly employed employees within the Council regardless of whether they are fixed-term, temporary, permanent, full or part-time.

3.3 Annual leave entitlements will be provided in line with National Joint Council for Local Government and any agreements negotiated locally by Council and its recognised trade unions.

4.0 Consultation

4.1 The draft policy has been considered and agreed at the Senior Management Team and the Trade Unions through the Action Group and Joint Consultative and Negotiating Committee (JCNC).

4.2 Legal advice has also been sought in relation to the details within the policy.

5.0 Equality Screening

5.1 In accordance with Council's duty under Section 75 Equality Legislation, the policies have been screened and the result is that they were screened "out".

6.0 Recommendation

It is recommended that the Corporate Policy and Resources Committee recommends to Council the Annual Leave Policy for approval.



ANNUAL LEAVE POLICY

Policy Number	CCG/1/22
Version Number	0.1
Author	Head of OD/HR

Screening Requirements			
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
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1. INTRODUCTION

- 1.1 Causeway Coast and Glens Borough Council is committed to ensuring that annual leave entitlements and arrangements allow employees to balance both work and personal commitments, and maintaining productivity, loyalty and motivation whilst at work. Council recognises the importance of employee's health and wellbeing and will actively encourage employees to utilise annual leave entitlements to ensure continued wellbeing.
- 1.2 This Annual Leave Policy details entitlements to annual leave and public holidays at Causeway Coast and Glens Borough Council, and requirements for annual leave arrangements, to ensure that all employees are aware of their rights and responsibilities regarding annual leave.
- 1.3 This document sets out the policy and procedure for Annual Leave within Causeway Coast and Glens Borough Council.

2. POLICY STATEMENT

- 2.1.1 This policy provides a framework for consistent and fair application of annual leave entitlements and arrangements, including booking, cancelling, and carrying over annual leave.
- 2.2 This policy is in line with the Working Time Regulations (Northern Ireland) 2016. Annual leave and/or public holidays taken during the leave year are deemed to be statutory annual leave first, with any enhanced contractual leave being taken only when statutory annual leave entitlement is exhausted, with the exception of carried over statutory annual leave at Section 14.

(The policy statement should be signed and dated as follows by relevant Council representatives and Trade Union representatives)

Signed: _____ Date: _____
Mayor
Causeway Coast and Glens Borough Council

Signed: _____ Date: _____
Chief Executive
Causeway Coast and Glens Borough Council

3. POLICY SCOPE

- 3.1 This policy applies to all directly employed employees within the Council regardless of whether they are fixed-term, temporary, permanent, full or part-time.
- 3.2 Annual leave entitlements will be provided in line with National Joint Council for Local Government and any agreements negotiated locally by Council and its recognised trade unions.
- 3.3 Annual leave arrangements will be considered in line with a number of factors including, but not limited to:
- The impact on service delivery and operational requirements
 - Availability of other staff
 - Annual leave requests which have already been requested
- 3.4 Annual leave entitlement will accrue from an employee's first day of service and will be calculated annually based on the anniversary of the date of commencement in local government service as defined in Section 10.

4. DEFINITIONS

Causeway Coast and Glens Borough Council Employee - an employee is any person under a current contract of employment with Causeway Coast and Glens Borough Council, including temporary, fixed-term, permanent, full or part-time.

The Council - is the employing authority and is represented by Management.

Management/ Line Manager/Head of Service - are those employees charged with line management responsibility for Council employees and accountable for service provision, administration and implementation of Council's business.

OD/HR Representative - is an employee of the OD/HR Department who provides guidance and support in the implementation of this policy.

Employee/Trade Union Representative - is a fellow employee of Causeway Coast and Glens Borough Council or an official employed by a Council recognised Trade Union, or a Council recognised lay Trade Union official (who has been reasonably certified in writing by their union as having experience of, or as having received training in, acting as an employee companion).

5. ACCOUNTABILITY AND RESPONSIBILITIES

5.1 Corporate Responsibility

- The Chief Executive, on behalf of Council, carries overall responsibility for ensuring the appropriate processes are in place which adequately and appropriately supports its employees regarding annual leave.
- Directors are responsible for establishing their own arrangements to ensure:
 - Effective implementation of the policy
 - Continued service delivery; and
 - Consultation with their employees on these arrangements
- Directors are also responsible for delegating authority to Heads of Service/Line Managers to act under this policy, as appropriate.

5.2 Management Responsibilities

Line Managers and Heads of Service are responsible for:

- Ensuring they comply with this policy and procedure, and apply it effectively, fairly and consistently within their area of responsibility.
- Ensuring all employees are made aware of this policy and their rights and their responsibilities, as outlined in the procedure.
- Referring to and complying with other relevant Council policies procedures and guidelines which impact on annual leave, such as the Council's Sickness Absence Policy and Family Rights at Work Policy
- Being flexible, open and constructive in discussing and agreeing annual leave arrangements, remaining focused on employee health and wellbeing and the needs of the service
- Ensuring their actions do not expose the Council to any unnecessary financial, legal or contractual risk.
- Ensuring effective management of annual leave entitlement and booking arrangements taking responsibility for:
 - Encouraging all employees to use their annual leave entitlements in line with statutory requirements.
 - Considering all annual leave requests promptly and fairly
 - Ensuring accurate annual leave records through agreed systems
 - Ensuring operational and service needs are considered in line with annual leave requests.
 - Ensuring appropriate operational cover during periods of agreed annual leave.
 - Providing justifiable reasons for declined annual leave requests.

- Obtaining, where appropriate, approval, advice or guidance from OD/HR on the application of the Policy.

5.3 Employee Responsibilities

Employees are responsible for:

- Complying with this policy and procedure in a reasonable, constructive and appropriate manner
- Being flexible, open and constructive in discussing and agreeing annual leave arrangements
- Working within the agreed guidance for annual leave arrangements
- Ensuring effective management of annual leave entitlement and booking arrangements taking responsibility for:
 - Management of personal annual leave entitlements
 - Discussing leave arrangements with line managers
 - Providing appropriate notice of annual leave requests
 - Submitting and recording annual leave requests through agreed systems
 - Ensuring that all annual leave taken is requested, recorded and approved.

6. DEFINITIONS OF THE WORKING WEEK

6.1 Standard Working Week (37 hours per week Monday to Friday)

A standard working week is 37 hours worked Monday to Friday with a consistent number of hours worked every day. Employees in this group will work every weekday unless:

- it is a bank holiday.
- they have booked annual leave.
- they have booked any other type of leave (flexi, TOIL).

6.2 Non-Standard Working Week (average 37 hours 5 days per week)

A non-standard working week may be Tuesday to Saturday or may be different days each week which total an average of 37 hours per week. Employees in this group will have a total leave entitlement which includes both annual leave and public holiday entitlement for that year.

Total leave entitlement will be used to cover annual leave and any public holidays that fall on a normal working day. Once the total leave has been used to cover any public holidays that fall on working days, the remaining leave can be booked on any other working day as per normal annual leave booking procedures.

6.3 Compressed hours

Employees working compressed hours may work full-time hours over fewer than 5 days per week, such as Monday to Thursday. As with other employees on non-standard working weeks, employees in this group will have a total leave entitlement which includes both annual leave and public holiday entitlement for that year.

Total leave entitlement will be used to cover annual leave and any public holidays that fall on a normal working day. Once the total leave has been used to cover any public holidays that fall on working days, the remaining leave can be booked on any other working day as per normal annual leave booking procedures.

6.4 Part-Time

A part-time worker is someone who works fewer hours than a full-time worker i.e. less than 37 hours per week (35 hours per week for those employees retaining Coleraine legacy terms and conditions).

7. ANNUAL LEAVE ENTITLEMENT

7.1 Causeway Coast and Glens Borough Council annual leave entitlement will depend on an employee's length of service, and in line with National Conditions of Service (Green Book) provisions where applicable.

Council holiday year runs from 1st April to 31st March.

Full-time employees will be entitled to annual leave as below:

Continuous Service	Days	Hours
Not less than 12 months continuous service	23 days	170.20
Not less than 5 years continuous service	26 days	192.40
Not less than 10 years continuous service	29 days	214.60

This entitlement applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.

Annual leave entitlement will be pro rata for part time employees.

Annual leave may only be taken in full days or half days.

Employees who either join or leave Council part-way through a leave year are entitled to annual leave proportionate to the length of service in the remainder of that year.

On qualifying length of service, an employee will receive a proportionate increase for the remaining current leave year. Increases for part time staff will be calculated on a pro rata basis.

Employees will not be permitted to use annual leave in excess of their entitlement and will not be permitted to accumulate a negative annual leave balance.

7.2 Public Holidays

All employees are entitled to public holidays. Employees who work part-time will have a pro-rata entitlement proportionate to the number of hours they are contracted to work.

If a public holiday falls on a Saturday or Sunday, the leave day will fall on the days designated as a public holiday i.e., if 26th December is a Saturday, the public holiday will be on 28th December which is a Monday.

If additional public holidays are declared e.g., royal occasions, specific guidance will be issued at the time.

In exceptional circumstances to accommodate public holiday closure of Council services, such as Leisure Centres, alternative allocation of public holidays may be agreed by the Senior Management Team. Such agreements will be communicated to affected sites.

Standard Working Week

Annual leave entitlement is exclusive of public holidays. In addition to your annual leave entitlement, employees are entitled to receive 10 public holidays (Appendix 1) and two extra statutory holidays, pro-rata for part-time employees. Council will confirm on an annual basis the dates of these holidays.

Variable Working Week

Entitlement to public holidays is calculated on a pro rata basis in hours for part time employees, full-time employees who work variable hours per day and full-time employees who work a compressed shift pattern over less than the standard 5 days per week. In these circumstances, public holidays are a component of total leave. This public holiday entitlement will be added to their total leave entitlement.

If an individual's working pattern includes regularly working on a Monday (when public holidays tend to fall), the employee usually has to take annual leave for the excess of days taken over their public holiday entitlement. Conversely, if an individual's working pattern rarely includes Mondays, they will be able to add the shortfall in public holidays to their total leave entitlement .

If a public holiday falls on a working day, employees must book this day as an annual leave day through their Employee Self-Serve (ESS Timeware). Hours are deducted from the entitlement balance. However, if a public holiday falls

on a non-working day, no hours are deducted from the balance as employees are not expected to be working on that day.

No other entitlement will be given to an employee for a non-working day public holiday, unless they agree to work on one of these days. Employees who work on days designated as bank holidays may be entitled to enhanced payments of time worked. Please refer to the Local Scheme of Conditions of Service.

7.3 Additional Hours for Part Time Employees

Annual leave entitlement is calculated on the basis of contractual hours worked; however, Council recognises that many roles undertake additional hours in line with service needs in their department on an ad hoc basis. Annual leave entitlement in these circumstances is calculated on a quarterly basis reviewing the hours worked for those employees who regularly work additional hours. The preceding 13 weeks are reviewed, and an average calculated to recalculate annual leave. Additional annual leave entitlement is then determined.

7.4 Contractual Changes to Working Patterns

If working patterns change during the leave year, on either a temporary or permanent basis, such as because of a flexible working arrangement or increased or reduced working hours, annual leave entitlement may be affected and may need to be recalculated.

Where contractual hours change from full-time to part-time working, or vice-versa, during the leave year, annual leave entitlement will be calculated by adding the proportion of the annual leave entitlement earned during the full-time status to the calculated annual leave entitlement during the period of part-time work. Any annual leave taken during the previous working pattern will be deducted from the recalculated annual leave entitlement to determine the balance of annual leave for the remainder of that leave year.

7.5 More than one job within Council

If an employee has more than one job with Council, annual leave entitlement is calculated based on each individual contract. Annual leave in these circumstances should be managed separately for each individual job role by the relevant line manager.

7.6 Calculating Annual Leave Entitlements

All calculations are based on 10 public holidays and 2 extra statutory holidays in the financial year, however the actual number in a financial year may vary depending on when Easter falls or additional days. This is considered when calculating leave entitlement.

For the purpose of calculating leave (annual and public and extra statutory holidays) entitlements may, where necessary, be expressed in either days or

hours over the leave year, depending on the working pattern. See 6.2 for details.

Annual Leave and Public Holidays are based on a 7.4 hour working day. Employees who work more or less hours per day than 7.4 hours need to calculate their leave entitlements in hours instead of days.

Please see below for examples of working patterns which will be calculated in days and hours.

Full Time Employees

Example of calculating in **days** where the same hours are worked every day.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9.00am – 5.00pm	9.00am – 5.00pm	9.00am – 5.00pm	9.00am – 5.00pm	9.00am – 5.00pm	Off Day	Off Day

Full Time Employees – Compressed Hours

Example of calculating in **hours** where the same hours are worked every day, but a full-time week of 37 hours is compressed into less than the standard 5 working days.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7.00am – 4.45pm	7.00am – 4.45pm	7.00am – 4.45pm	7.00am – 4.45pm	Off Day	Off Day	Off Day

All employees working full-time hours within a compressed shift pattern will have their total leave entitlement calculated in **hours**.

Part Time Employees

Example of calculating in hours where the employee works part-time.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7.30 am – 3.30pm	7.30 am – 3.30pm	Off Day	7.30 am – 3.30pm	7.30 am – 3.00pm	Off Day	Off Day

All employees working part-time hours will have their total leave entitlement calculated in hours.

7.7 Rounding Up of Annual Leave Entitlement

When calculating leave entitlements, in certain circumstances the leave must be rounded up. Accrued entitlement is rounded up as below:

Leave entitlement in days:

0.01 – 0.50 = ½ day

0.51 – 1.00 = 1 day

Example: 26.4 days annual leave; leave will be rounded up to 26.5 days, but will not be reduced to 26 days.

Leave entitlement in hours (decimal):

0.01 – 0.50 = ½ hour

0.51 – 1.00 = 1 hour

Example: 86.3 hours annual leave; leave will be rounded up to 86.5 hours but will not be reduced to 86 hours.

8. HOLIDAY PAY

8.1 Holiday Pay

During annual leave, employees will receive a normal day's pay for each of the holidays. Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.

Where pay varies, this will be calculated based on an employee's average rate per hour for normal hours over the 12 weeks immediately prior to the holiday.

Pay will not be made in lieu of untaken holiday except on termination of employment.

8.2 Public Holiday Pay

All employees, irrespective of length of service, are entitled to a holiday with a normal day's pay for each statutory, general and public holiday. Employees who work part-time will have a pro-rata entitlement proportionate to the number of hours they are contracted to work. Please see Section 7.6 for calculations for employees with varied shift patterns.

Due to the nature of Council operations, it may be necessary for an employee to work on a public holiday. Should an employee be required to work on a public or extra statutory holiday they will receive entitlements as outlined in the National and Local Agreements on pay and conditions of service.

9. MANAGEMENT OF ANNUAL LEAVE

All annual leave booking procedures will be audited by ODHR on a quarterly basis to ensure employees are booking and using annual leave in line with health and safety regulations and Working Time regulations.

9.1 Manual Annual Leave Cards

Some employees (those who work in remote locations, or those who do not have access to Clocking 'In/Out' terminals) do not have access to the North Time and Data time recording system. As a result, they have to be issued with a paper version of an annual leave card.

The leave card is sent to their line manager at the beginning of the year, detailing their:

- Leave entitlement to include annual leave and public holidays.
- Leave brought forward from the previous leave year,

On each occasion when a period of annual leave is requested by the employee and approved by their supervisor/manager, the paper copy/emailed version is copied to the HR Assistant within Human Resources who deals with annual leave. The HR Assistant records the leave taken on the PAMS system.

9.2 Leave Booking Procedure

All leave is subject to the approval of the line manager.

All employees must give advance notice of their request to take leave. The notice must be at least twice as long as the holiday being requested.

For employees on the Timeware system, applications should be made through Time and Recording System. Further details can be found in the document "Glossary – Absence Management Reason" which is available on the Staff Portal.

For employees using manual leave cards, applications should be submitted to the line manager for approval.

No more than 2 week's leave may be requested at any time, except in exceptional circumstances and with line manager approval. This will be at line management discretion and dependent on the needs of the service.

An employee's line manager will review the annual leave request and will either accept or decline the request. Requests on Timeware will be updated on the system, and requests on manual leave cards will be forwarded to ODHR for processing on an employee's annual leave record.

The line manager will provide an explanation for declining the request on Employee Self Service (ESS) where applicable.

When reviewing an annual leave request, line managers will consider:

- The impact on service delivery and operational requirements
- Availability of other staff
- Annual leave requests which have already been requested

Line managers will attempt to authorise as many requests as possible taking into consideration operational requirements, however there may be occasions when it is not possible to grant all requests. Requests will be granted on a first requested, first authorised basis subject to operational needs.

If a line manager is unable to approve the dates requested for holidays, employees will be given notice of refusal in advance of the first requested day. The notice will be at least as long as the number of day/weeks of holiday being requested.

Employees should be aware that they do not have the right to take annual leave at any particular period in the leave year or to take leave without prior approval.

Employees should not make any travel or accommodation arrangements prior to their annual leave request being authorised. Council will not be liable for any loss incurred by the employee because of making arrangements prior to confirming that an annual leave request has been accepted.

Council may request that an employee cancels any previously authorised annual leave because of unforeseen operational or staffing requirements, or Council commitments that require the employee's presence. Council understands that in these circumstances the employee may reasonably refuse this request.

9.3 Cancelling Annual Leave

There are times where an employee may need to cancel a holiday due to unforeseen circumstances. Requests to cancel authorised annual leave will be at the discretion of the line manager and if approved, an email sent to the HR Administrator of the Time Recording System to amend the record.

9.4 Failure to return from annual leave

Should an employee fail to return to work on the expected date of return from annual leave, and does not provide a satisfactory explanation for this, an investigation may be instigated to determine the circumstances in line with Council's Disciplinary Policy.

10. CONTINUOUS SERVICE

Previous public or local government service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order (Northern Ireland) 1999 applies may count towards the calculation of annual leave entitlement and qualifying service for a higher annual leave allowance.

Previous continuous service, where there has been a break in service of more than one day is not recognised when calculating annual leave entitlements.

Temporary workers on assignment with Council through Agency as an Agency Worker are not recognised when calculating annual leave entitlements.

If an agency worker is successful in securing a post within Causeway Coast and Glens as a council employee, the service as an agency worker will not be recognised.

11. ANNUAL LEAVE AND SICKNESS

If an employee becomes ill during a period of annual leave, the period may be recorded as sickness absence. In such circumstances, the absence notification and certification procedures outlined in the Sickness Absence Policy must be complied with. In addition, employees must submit a fit note from your GP.

Annual leave may be applied for during a period of sickness absence. If an employee is on long-term sickness absence (a period of sickness absence lasting 20 consecutive working days or more), they may apply to take accrued statutory annual leave of up to 20 days in line with Working Time Regulations, with line manager approval. If a period of annual leave is authorised, any entitlement to Occupational Sick Pay or Statutory Sick Pay will be paused and will resume once the annual leave period has been taken, unless an employee is able to return to work at this time.

If an employee is ill on a public or bank holiday, there is no entitlement to use this at a later date. If the employee is receiving sick pay, this payment will continue over public and bank holidays. Should a public holiday fall on a sick day or period of sick leave, the appropriate amount of hours/days will be removed from your total leave entitlement, as sick pay and leave cannot be paid for the same day(s).

Annual leave may be granted immediately following a period of sickness absence provided that the employee is fit to return to their normal duties or in line with a phased return to work plan.

12. FAMILY LEAVE

Annual leave will continue to accrue during periods of family leave (maternity, paternity, adoption, shared parental and parental bereavement leave) as will public holidays that occur during a period of family leave.

Employees using maternity leave will normally take their leave entitlement prior to commencing maternity or at the end of maternity leave. This does not remove the entitlement to carry forward days as per the contract of employment. Arrangements for annual leave and family leave should be discussed with the line manager. Further information on Family Leave is available in the Family Rights at Work Policy.

13. OTHER ABSENCE

Absence from work for other reasons, such as a career break, unpaid leave etc. may impact on an employee's annual leave entitlement and may need to be recalculated.

Some types of absence or leave will not accrue annual leave. In these exceptional circumstances, this will be notified to the employee as circumstances arise.

Such periods do not break otherwise continuous service for the purpose of qualifying for higher annual leave. For example, if an employee is on a period of unpaid leave and reaches and passes 5 years' continuous service during this period, they will qualify for increased annual leave.

14. UNUSED ANNUAL LEAVE

Council will encourage all employees to use all of their annual leave entitlement within each leave year, to encourage appropriate rest periods. Employees should ensure that a statutory minimum of 4 weeks annual leave is taken each year.

Under normal circumstances employees can carry over a maximum of 10 days' annual leave from one leave year to the next, pro rata for part time employees. In exceptional circumstances, such as cover for sickness, employees may be permitted to carry over more than 10 days (Pro rata for part time employees). Employees who wish to request carry over in excess of the maximum 10 days permitted (pro rata for part time employees) will be required to submit a Carry Over Leave form to their Line Manager for consideration. Council's Senior Management Team must approve the carry-over of more than 10 days' annual leave.

In cases of sickness absence, carry-over is limited to four weeks' holiday per year less any leave taken during the holiday year that has just ended. Any such carried over holiday which is not taken within eighteen months of the end of the relevant holiday year will be lost.

Unused holidays in excess of carry over entitlement, will be forfeited without compensation.

15. TERMINATION OF EMPLOYMENT

On termination of employment, an employee shall be entitled to annual holiday with pay, or pay in lieu thereof, proportional to their length of service in that holiday year, less any annual holidays already taken. If an employee leaves employment and has taken more leave than they have earned, Council shall recover from an employee's final pay, monies equivalent to the leave that has been taken, in excess of their entitlement.

Council reserves the right for employees to take outstanding annual leave during their notice period.

Where termination of employment is due to gross misconduct or where the full contractual notice period is not served and worked, unused holiday pay will not be paid, apart from any payment required to meet the statutory minimum holiday obligations.

In the unfortunate event of death in service, payment will be made for all accrued leave untaken at the date of death in service.

16. EVALUATION AND REVIEW OF THE POLICY

Council will keep this Policy under review as required and may make changes in line with legislation.

17. SECTION 75 EQUALITY AND GOOD RELATIONS

Causeway Coast and Glens Borough Council is fully committed to meeting its obligations in relation to Equality and Good Relations under Section 75 of the Northern Ireland Act. In this regard this policy will be screened using Section 75 guidelines and will be subject to an Equality Impact Assessment if found necessary as a result of the screening process.

18. CONTACT DETAILS

Any issues or queries relating to this policy should be addressed to:

Head of ODHR
ODHR Department
Causeway Coast and Glens Borough Council
Cloonavin
66 Portstewart Road
COLERAINE
BT49 1EY

Appendix 1 – Public & Extra Statutory Holidays

Holiday	Notes
Easter Monday	
Easter Tuesday	
Early May Day	
Spring Bank Holiday	
July Public Holiday	
July Statutory Holiday	
Summer Bank Holiday	
Christmas Day	
Boxing Day	
Extra day at Christmas	
New Year's Day	
St Patrick's Day	

