

# HR & OD POLICIES

human resources and organisational development



## Annual Leave Policy

## 1. POLICY STATEMENT

Aberdeenshire Council is committed to providing fair and reasonable conditions of service for all its employees. The provision of reasonable paid holiday arrangements is an important part of such conditions as was the need to harmonise the differing holiday provisions of the constituent Councils of Aberdeenshire.

## 2. SCOPE OF POLICY

The provisions of this Policy apply to all employees of Aberdeenshire Council unless otherwise stated.

## 3. ANNUAL AND PUBLIC HOLIDAYS

The leave year for all employees will run from 1 January to 31 December in each year except for those with term time working patterns (please refer to the guidance document for further information).

### Annual Holidays

Up to five years continuous service - 28 days

After five years continuous service - 33 days

To assist in the management of annual leave, at least five days holiday to be taken in first four months of the leave year and at least five days holiday to be taken in last four months of the leave year. Discretion may however be exercised where an employee requests extended holiday arrangements for personal circumstances e.g. long haul destination for family visits etc.

Services may decide that certain establishments will not open on the last working day of the year. When this occurs - hours that would normally be worked on this day are required to be allocated from an individual's annual leave entitlement.

The additional holidays due after five years' service will be applied from 1 January of the NEXT holiday year.

Annual leave and public holiday entitlement is calculated according to the contracted hours of work and, therefore will be reduced proportionately for employees who work less than a full year. Employees working part time/job share are entitled to leave on a pro rata basis.

Only in exceptional circumstances and at the discretion of the Head of Service will employees be allowed to carry forward Annual Leave from one leave year to the next. In such circumstances leave carried forward must be taken by 31 March of the following year.

## Public Holidays

Aberdeenshire employees will be entitled to:

- 1 January
- 2 January
- Good Friday
- May Day
- Christmas Day
- Boxing Day

# Annual Leave

## Index of Documents

### Policy

Revision Date	Previous Revision Date	Summary of Changes
30-05-2001	-	Creation of all Documents
28-11-2011	30-05-2001	Annual leave entitlement for employees who start part way through the year
16-112-2013	28-11-2011	Changes to public holiday and annual leave values
14-04-2014	16-12-2013	Revision of wording to reflect changes in Chief Official annual leave entitlements
21-04-2014	14-04-2014	Removal of reference to reckonable service
19-06-2015	21-04-2014	Format update
10-09-2018	19-06-2015	Revised wording annual leave year.