



Annual Leave

Review Date: 10th April 2024

Contents

Introduction	1
Annual and Public Holidays.....	1
Annual Holidays.....	1
Public Holidays	2
.....	2
Document Revision History	3

Introduction

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.

Annual and Public Holidays

The Annual Leave and Public Holiday arrangements for ALL employees (except Chief Officers and Teachers) are:-

Annual Holidays

Up to five years continuous service – 29 days

After five years continuous service – 34 days

Leave year for all employees will run from 01 January to 31 December in each year.

To assist in the management of annual leave, at least five days holiday should be taken in the first four months of the leave year and at least five days holiday 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 particular days 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. Employees should be made aware at the earliest opportunity.

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. Refer to the Resource pack and Holiday Calculators.

Unused holiday will be forfeited if not taken. 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 are be entitled to:

1 January

2 January

Good Friday

May Day

Christmas Day

Boxing Day

Document Revision History

Document Revision History					
Rev No.	Rev Date	Summary of Changes	Reviewing Team	Contributors	Next Review Year
001	30/05/2001	Creation of all Documents			
002	28/11/2011	Annual leave entitlement for employees who start part way through the year			
003	16/12/2013	Changes to public holiday and annual leave values			
004	14/04/2014	Revision of wording to reflect changes in Chief Official Annual Leave entitlements			
005	21/04/2014	Removal of reference to reckonable service			
006	19/06/2015	Format Update			
007	14/11/2022	Additional 1 day's annual leave included following April 2021 pay award agreement. Removal of reference as policy.			
008	10/04/2024	New Format -	HR Operational	M Chapman	