



Additional Annual Leave (Unpaid) Policy

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HR51	1	TA	69636					

Distribution

Internal: All SCC Staff

External (if requested): Website/Councillors

Policy

The Council is committed to work/life balance policies.

This policy does not replace or remove any rights given in the Annual Leave policy and Special Leave policy.

This policy is not intended to be contractual and can be amended at any point at SCC discretion, this may include the policy being withdrawn or not applied in particular circumstances.

What is Additional Annual Leave (unpaid)?

The aim of this policy is to provide staff with more flexible opportunities whilst balancing the Council's need for staff to be at work to complete the activities they are employed to do. Any decisions made within the scope of this policy will be looking at balancing those two areas for consideration.

Additional Annual Leave (unpaid) is designed to be available to staff who wish to increase the amount of time off over and above their annual leave entitlement. The additional annual leave will be on an unpaid basis.

How much Additional Annual Leave (unpaid) can be requested?

During the first year of implementation the limit will be set at 5 working days per annum (or pro-rata of this for part time employees).

This policy will be reviewed during 2020 to assess for impact.

Salisbury City Council (SCC) will have a ceiling limit on the amount of Additional Annual Leave (unpaid) it approves across the Council in any one year. The ceiling will be based on requests received and the split amongst teams balanced against workload priorities.

How do I request Additional Annual Leave (unpaid)?

Additional Annual Leave (unpaid) is to be requested to the Line Manager by 28 February each year. This is because, if approved, deductions for this Additional Annual Leave will start in April of the new financial year.

The Line Manager will then submit the forms to their SMT manager by 4 March for consideration.

Decisions will be made by end of March by SMT and responses communicated to the Line Manager. Decisions will be based on the number of requests received balanced against workload priorities and it may be that partial approval is given if demand is particularly high.

The decision made will apply to the year the leave is requested only, any further years will need to be applied for following this procedure.

Can I request Additional Annual Leave (unpaid) after 28 February?

Due to the work required by Payroll to ensure deductions are clear we will only accept requests once per year prior to the start of that leave year.

How do the deductions get made for approved Additional Annual Leave (unpaid)?

The salary payable equivalent to the number of days of Additional Annual Leave will be calculated and this total will be deducted from salary proportionally across the year on 1 over 12 basis.

How can I book my Additional Annual Leave (unpaid)?

Any approved Additional Annual Leave will be added to your PeopleHR annual leave record and should be taken in the usual way. You will be expected, with your Line Manager, to plan your leave to enable you to take your enhanced annual leave entitlement throughout the year.

What happens if I wish to cancel my Additional Annual Leave (unpaid)?

Once any Additional Annual Leave has been approved, there will be no option to cancel. However, if exceptional circumstances render an employee unable to take this Additional Annual Leave, they should submit a clear case to their Line Manager for consideration by the HR Manager and the City Clerk.

What impact does Additional Annual Leave (unpaid) have on my pension?

SCC will expect individuals to explore any impact that taking Additional Annual Leave (unpaid) will have on their Pension directly with Wiltshire Pension Fund to inform their decision prior to applying for the leave.

Appendix 1

Request for Additional Annual Leave (Unpaid)

Name:	
Number of days Additional Annual Leave (Unpaid) requested:	
Signed: By signing this I understand: The days requested will result in a deduction from my salary every month during the relevant leave year I will investigate any impact this will have on my own finances and Pension to inform my decision	

Line Manager Name:	
Do you support the application?	
If no can you give reasons as to the work implications this request has	

SMT Decision: Approved? Rationale for not approved or approved in part:
