Cyngor Cymuned
Trefriw
Community Council

ANNUAL LEAVE POLICY

This policy was re-adopted at a meeting on
8th September 2026
and will be reviewed in September 2029
or sooner should legislation dictate

Trefriw Community Council (TCC) offers statutory annual leave entitlement as per the relevant UK employment law. These entitlements can be found online at Print Holiday entitlement: Entitlement - GOV.UK (www.gov.uk).

1. Entitlements

Trefriw Community Council (TCC) will give its employees a minimum of 28 days' (i.e. 5.6 weeks') paid annual leave each year. This entitlement includes bank holidays.
Annual leave entitlement will be pro-rated for part time employees and can be calculated using this tool: Calculate holiday entitlement - GOV.UK (www.gov.uk).

Employees will also:

- build up ('accrue') holiday entitlement during maternity, paternity and adoption leave
- accrue holiday entitlement while off work sick
- be able to request holiday at the same time as sick leave

2. Leave year

The leave year will run 1 April to 31 March. All efforts should be made to use the full entitlement each year – it is important employees are able to take time off work to rest and relax. However, employees can request to carry forward a maximum of 8 days' untaken leave to the next year subject to agreement by the Staffing Committee and approval by full Council.

If an employee starts their job part-way through a leave year, they will be entitled to part of their total annual leave for that current leave year. Their entitlement can be calculated using the tool linked to above.

3. Booking time off

All requests for annual leave should be agreed with the Staffing Committee as far in advance as possible, and will be subject to approval by full Council. Requests can be made for whole or part working days.

The minimum notice period for taking leave is at least twice as long as the amount of leave an employee wants to take, plus 1 day. For example, an employee should give at least 3 days' notice for 1 day's leave. Leave may be agreed with less notice in exceptional circumstances – the employee should contact the TCC Chair in the first instance.

TCC will ensure that employees can relax, rest and enjoy leisure during their holiday. This means alternative arrangements will be made to deal with urgent matters arising, and employees will not be forced to take holiday if they are sick.

Restrictions on taking leave

TCC can:

- tell staff to take leave at certain times, for example on bank holidays, over Christmas, or other close down periods
- restrict when leave can be taken, for example at certain busy periods

The notice period for requiring employees to take leave is at least twice as long as the leave TCC wants them to take. So, if TCC wants an employee to take 5 days' leave, it will give 10 days' notice of this.

TCC can refuse a leave request or cancel leave in exceptional circumstances (for example at certain busy periods) but we will give at least as much notice as the amount of leave requested, plus 1 day. For example, TCC would give 11 days' notice if the employee asked for 10 days' leave.

4. Taking holiday before leaving employment

During their notice period for leaving work, an employee may be able to take whatever is left of their statutory annual leave. Their remaining entitlement will be pro rated according to how much of the leave year has already passed.

Taking more leave than the entitlement before leaving employment

If an employee has taken more leave than they're entitled to, TCC will seek to reclaim the holiday pay from their final salary payment. However money will not be taken until it has been agreed in writing by both parties.

Payment instead of taking holiday

The only time an employee can get paid in place of taking statutory leave (known as 'payment in lieu') is when they leave their job. TCC will pay for untaken statutory leave, even if the worker is dismissed for gross misconduct.

5. Disputes

Paid annual leave is a legal right that an employer must provide. If a TCC employee thinks their right to leave and pay are not being met they should raise this with the Staffing Committee in the first instance.