

The Meadows School



Annual Leave School Based and Term-time Only Staff

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Amendment Register

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1. Rationale

2. Leave Year Entitlement

- 2.1 The leave period commences on 1 April each year or may be determined by the employee's date of appointment, in which case individual leave years will commence as follows:
- Where an employee's appointment to Sandwell or its constituent Authorities is between the first and fifteenth of the month, their leave year will commence on the first of the month of appointment (e.g. start date 10 January, leave year will commence on 1 January)
 - Where the appointment is between the sixteenth and the last day of the month, the leave year will commence on the first of the month following that of appointment (e.g. start date 20 August, leave year will commence on 1 September).
- 2.2 Annual leave should not be taken without the agreement of the Head Teacher or Line Manager. Where possible five days' notice should be given, however, emergencies are treated sympathetically depending on the circumstances.
- Up to and including spinal column point 21 - 26 days (SCP 11 from 1.4.19)
 - SCP 22-28 (SCP 12-22 from 1.4.19) - 28 days
 - SCP 29 and above (SCP 23 and above from 1.4.19) - 30 days
 - Hay Graded Managers - 30 days
- 2.3 Two extra statutory days are included in the above annual leave allowances. The Council reserves the right to amend this if required, subject to consultation.
- 2.4 Additional annual leave entitlement is granted to employees who complete 5 years continuous service with Sandwell and/or other local authorities.
- SCP 6 – 21 (SCP 1 – 11 from 1.4.19) an additional 4 days leave
 - SCP 22 and above (SCP 12 and above 1.4.19) an additional 5 days leave
- 2.5 If prior, to employment with the Council, the employee was made redundant from an organisation covered by the Redundancy Payments (Local Government) (Modification) order within the previous

2 years, their previous continuous service with these organisations will be included in calculating their entitlement to annual leave.

- 2.6 In exceptional circumstances up to five days annual leave not taken during the leave year may be carried forward into the next leave year, only with the consent of management.
- 2.7 Officers transferring from one Authority to another are entitled to take the leave entitlement with them. They will be entitled to a full year's leave entitlement with the adjustments for leave already taken with the previous Authority, plus any continuous service days. If they have less than five years continuous service on joining Sandwell, the extra four/five days will be granted in the next leave year following the fifth anniversary of their original appointment to a Local Authority.
- 2.8 Officers are paid at full basic rate for all authorised absence on Council leave. Employees who receive regular payments for working arrangements other than normal office hours, e.g. shift payments, will be entitled to such payments during leave.
- 2.9 Maternity leave does not affect leave entitlement for the leave year(s) in which it falls. Also it is classed as continuous service for the purposes of determining the additional entitlement on attaining five years service.
- 2.10 If an officer leaves the Authority's or Governing Body's service, the entitlement allowed would 1/12th of the leave entitlement for each completed month worked in the current leave year. Any leave taken over this entitlement will be deducted from the final pay. Any outstanding leave should be taken as any employees leaving the Authority are not entitled to pay in lieu of any untaken leave. When an employee takes up an appointment with another Local Authority, they will get a pro-rata leave entitlement to transfer with them.
- 2.11 The table below shows what leave employees are entitled to when they leave local government service.

COMPLETED MONTHS SERVICE IN CURRENT LEAVE YEAR	Days due				
	Leave Entitlement Days				
	26	28	30	33	35
1	2 ½	2 ½	2 ½	2 ½	3
2	4 ½	4 ½	5	5 ½	5 ½
3	6 ½	7	7 ½	8	8 ½
4	9	9 ½	10	11	11 ½
5	11	11 ½	12 ½	13 ½	14 ½
6	13	14	15	16 ½	17 ½

7	15 ½	16 ½	17 ½	19	20
8	17 ½	18 ½	20	22	23
9	19 ½	21	22 ½	24 ½	26
10	22	23	25	27 ½	29
11	24	25 ½	27 ½	30	32
12	26	28	30	33	35

2.12 New entrants to the Authority or Voluntary Aided Schools may take paid annual leave before completion of six months service, at management discretion. However, if they resign from the Authority or Governing Body's service within those six months, any paid leave taken over their entitlement at the time of leaving will be deducted from final pay.

3. Statutory and General National Holidays

3.1 Employees are entitled to the following statutory and general national holidays in addition the Council grants at present, the concessionary days shown below: -

Statutory and General National Holiday	Concessionary Holidays
New Year's Day	
Good Friday and Easter Monday	
May Day	
Late Summer Holiday Monday	
Christmas – two days	and one further day

4 Part-Timers and Job Sharers

4.1 Leave entitlement is pro-rata to the hours worked. For job sharers the benefits of public holidays will be equally distributed between both sharers regardless of which days are worked.

5 Term-Time Only Staff

5.1 The annual leave entitlement for term-time only staff is taken account of in the calculation of their salary as shown in Part 1 of this Statement of Written Particulars. Staff work for 38 weeks of the year, but are paid for a minimum of 45 weeks or after five years continuous Local Authority service for 45.8 weeks per year. These extra weeks are in respect of annual leave and bank holidays. Further additional entitlements accrue for employees on SCP 22 or above (SCP 12 from 1.4.19).

5.2 The nature of term-time only contracts mean that employees are not entitled to take annual leave at their own discretion, their leave forms part of the school holiday period and there are no provisions for paid time-off during term-time.

Note

Management reserve the right to make amendments at any time to holiday arrangements to suit departmental needs with the prior agreement of the staff and unions.