

**TAVISTOCK TOWN COUNCIL
BUDGET AND POLICY COMMITTEE
TUESDAY 1st DECEMBER, 2020**

**BRIEFING NOTE
LEAVE**

1. INTRODUCTION

- 1.1 The Committee will be aware that the normal working arrangements of the Council have been impacted significantly by Coronavirus, some staff picking up additional duties, others being furloughed. Under existing policy arrangements up to 5 days leave, unutilised in one leave year, can be carried over to the next.
- 1.2 A consequence in this particular year of operating with a reduced staffing establishment has been that a back log of leave entitlement (the leave year runs to 31st March) has built up in some areas.
- 1.3 The statutory entitlement for all employed persons is 20 days leave (+ 8 days bank holiday) annually. Different leave entitlements apply in local government according to number of years served and it is also the case that some staff do work some bank holidays.

2. THE CURRENT POSITION

- 2.1 In the circumstances a reminder will be sent to all staff regarding the need to take leave, and to make the necessary arrangements.
- 2.2 However, a discussion with employee side representatives has led to a suggestion the Council might wish to consider, in the circumstances (and subject to meeting the statutory minimum of 28 days for every employee) that additionally either:
 - a) Facility be granted to carry over, on a once only basis, up to 2.5 additional days unutilised leave; or alternatively

b) Facility be granted for a person voluntarily to forego 1 day of leave at year end for each additional day (over the entitlement of 5) they wish to carry over.

2.3 In either case it is important to note that:

- The employee will be required to take their statutory leave allocation so that their amount taken does not fall below legal standards;
- The arrangement (if one or other option is adopted) is wholly voluntary and intended as good will gesture in recognition of the contribution employees have made to the operation of the organisation in difficult times.

2.4 There are no direct cost implications with the first option. The latter provides some 'saving' to the Council by virtue of 'giving' it an additional day worked for each day taken as leave. However, there is no obligation on the Council to undertake either approach if it feels the current arrangements satisfactory in the circumstances.

3. RECOMMENDATION

3.1 The instructions of the Committee and Council are sought.

**CARL HEARN
TOWN CLERK
TAVISTOCK TOWN COUNCIL
DECEMBER 2020**