



PRESTATYN TOWN COUNCIL

STAFF ANNUAL LEAVE POLICY

2025 – 2026/7

VERSION UPDATES

Version	Date	Section	Details of Change
V1	September 2025	Whole Document	First draft document
V2	December 2025	Whole document	Reviewed and edited
V3	January 2026	Minor edits to multiple sections	Amended and edited
V4	03.02.2026	Minor edits to multiple sections; 'Purchasing Additional Leave' section removed	Amended and edited
V4(a)	April 2026	Minor edits to irregular hours annual leave entitlement; Leave Entitlement During Absence; Employee Obligations	Amended and edited, to reflect changes by the Employment Rights Act 2025

APPROVALS AND DISTRIBUTION

Version	Date	Meeting	Reference
V1	04.11.2025	Policy Review Committee	First draft document
V2	09.12.2025	Policy Review Committee	Reviewed & edited
V3	08.01.2026	Policy Review Sub-Committee	Reviewed & edited
V4	03.03.2026	Policy Review Sub-Committee	Approved
V4	08.04.2026	Finance & Management Committee	Deferred
V4(a)	22.04.2026	Full Council	Formally approved

Signature: _____

 Peter Davis (Clerk) Mayor Holliday

Date: _____

12-5-26

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INTRODUCTION

This policy sets out the annual leave entitlement for permanent employees of Prestatyn Town Council (PTC). The leave year for all employees follows the financial year and runs from 1st April – 31st March.

The underlying rule in the UK is that a worker should get the same pay when on holiday as when at work. Holiday pay calculations can be based on days or hours worked per week, casual or irregular hours or shifts, whichever is more relevant. Holiday pay is based on weekly pay.

If a worker's working hours do not vary, the holiday pay will be calculated using their usual pay rate. This is the case whether the working pattern is full-time or part-time. For example, if a worker works 37 hours every week and gets paid £500 a week, they will get paid £500 when taking a week's holiday.

ANNUAL LEAVE ENTITLEMENT

UK employees are entitled to the statutory minimum annual leave entitlement of 5.6 weeks (equivalent to 28 days), which consists of 20 days annual leave plus the 8 days of bank / public holidays.

PTC employees are entitled to 23 days annual leave, along with the 8 bank / public holidays (8 days, during which the town council office building will not be open).

There is also an extra leave entitlement based on length of service, as detailed in the table below. This follows Denbighshire County Borough Council's annual leave entitlements. Entitlements shown are at full time rates. In appropriate circumstances the council may determine when extra statutory days are to be taken.

Timeframe	Additional Days	Total Holiday Entitlement
After 5 years of continuous service	+3	26
After 10 years of continuous service	+1	27
After 15 years of continuous service	+1	28
After 20 years of continuous service	+1	29

How one day of annual leave is calculated

1 holiday day is equivalent to 7.4 working hours, which is the equivalency to be used when calculating annual leave payments or entitlement based on hours rather than full days. This is calculated based on a 37-hour working week over 5 days, which is the working week for a full-time PTC employee.

Leave time can be time in blocks of time equivalent to 0.5 days per each pay period. Where annual leave has been taken in hours, 0.5 days = 3.7 hours.

Employees joining or leaving part-way through the leave year

The annual leave entitlement of employees **joining** PTC is proportionate to their projected service during the leave year. If an employee **leaves** PTC employment part-way through the leave year, any overpaid holiday pay will be deducted from their final salary payment (*if this proves insufficient, compensation will be sought in line with their terms and conditions of service*).

The annual leave entitlement of employees joining the council will be calculated proportionately to the leave year. For example, an employee starting their employment on 22nd September would be entitled to 17.5 days (inclusive of Bank Holidays) of leave rounded to the nearest 0.5 days.

PART-TIME EMPLOYEES

Part-time employees who worked fixed hours per week or whose flexible hours are defined in (and average to) fixed hours per week (e.g. 26 hours per week), are treated the same as full-time employees. A part-time employee who works 26 hours per week will be entitled to holiday pay for 26 hours per week of leave taken.

EMPLOYEES WHO HAVE IRREGULAR WORKING HOURS

The entitlement as expressed applies to a five-day working pattern (i.e. 37 hours). For alternative working patterns the equivalent leave entitlement will be calculated pro rata.

The holiday pay that irregular hour workers / part-year workers receive is their average pay over the previous 52 weeks. This involves taking the last whole week as the most recent week and this reference period (52 weeks) must not include weeks where the worker received either no pay or weeks when a worker was for any amount of time on sick leave or statutory leave.

The actual reference period may consider data from further back than 52 weeks, if needed as a consequence of this, but the reference period should not go back any more than 104 weeks. If there are fewer than 52 weeks' worth of data available to use, then the reference period will be shortened to that lower number of weeks.

This method is complicated by other statutory leave factors (where relevant), such as maternity or family leave. Annual leave cannot be taken during a period of statutory leave, instead the annual leave continues to accrue as normal. Holiday entitlement also continues to accrue while on sick leave. In this scenario, the average weekly hours worked prior to the leave are used as the basis of a 'pro rata' percentage of holiday time accrued during the leave.

IF CHANGES ARE MADE TO AN EMPLOYEE'S WORKING HOURS

Sometimes an employee might change from full-time to part-time hours while working for the same employer. Their holiday entitlement should be recalculated from the date that the change happens. The change of hours does not affect any holiday accrued up to the date of the change.

For example, 3 months into the holiday year an employee reduces from 40 hours a week to 20 hours a week. During these 3 months the employee took no holiday. The holiday entitlement for the year will be calculated based on 3 months at 40 hours and 9 months at 20 hours.

By law, holiday pay must include:

- Payments linked to doing tasks required in the contract (e.g. commission)
- Payments related to professional or personal status (e.g. length of service, seniority or professional qualifications)
- Other payments (e.g. overtime payments, if an employee has regularly been paid these during the last year then the *average* weekly working hours will be used to calculate holiday pay rather than the *contracted* weekly working hours)

Any relevant payments must be included for at least 4 weeks of the total paid holiday entitlement. It is customary practice to assume that these 4 weeks get used first. Employers may include these payments in the full paid holiday entitlement, but they do not have to.

ROLLED-UP HOLIDAY PAY

This is when an employer spreads holiday pay over the year by adding an amount on top of their workers' hourly rate (legal for leave years starting on or after 1st April 2024). This applies to irregular hours workers and part-year workers only.

Employees must get paid for their holiday when they take it. PTC is committed to the well-being of its employees, which includes their mental well-being regarding job security and ensuring that regular rest breaks are taken. Rolled-up holiday is not included in PTC's Annual Leave Policy for its own employees.

BANK HOLIDAY LEAVE

Full-time employees are entitled to a holiday with a normal days' pay for each statutory, general and public holiday.

Part-time employees will be entitled to the bank holiday pro rata to hours of work. This is calculated according to the below considerations:

- An employee who would normally work on the weekday that the Bank Holiday falls upon (i.e. the employee always works on a Monday) is entitled to the normal daily hours worked or, if varying, the average daily hours worked over the last 12 weeks.
- For an employee whose hours of work are flexible or irregular, the entitlement will be the contracted hours worked per week divided by 5 [working days]. For example, an employee working 26 hours per week on a flexible schedule will be entitled to a payment of 5.2 hours (equivalent to 5 hours 15 minutes) for each Bank Holiday, at their regular hourly rate of pay.

Leave is granted automatically for bank holidays due to the closure of PTC's offices and there is no requirement to request a leave day for these.

CARRY OVER

Employees are allowed to carry over an **equivalent of 5 days** from one leave year to the next, to be taken anytime during the following leave year, subject to the normal authorisation and notice requirements for taking leave.

Unless granted permission by management due to special circumstances, employees will not be entitled to carry over leave above the limit of 5 days nor receive payment for leave if it is still outstanding at the end of the leave year.

PAYMENT IN LIEU OF LEAVE

The only time payment in place of taking statutory leave (known as 'payment in lieu') is permissible is when an employee leaves their role. Employers must pay for untaken statutory leave (5.6 weeks), even if the employee is dismissed for gross misconduct.

Where more than 5.6 weeks of annual leave is granted, separate arrangements for the extra leave may be made.

TAKING MORE LEAVE THAN THE ENTITLEMENT

If an employee has taken more leave than they are entitled to, PTC may claim back the value of this from their next salary. The amount owed can also be claimed back from the employee's final year's pay (March) if this has been agreed beforehand in their contract of employment. Where no written agreement exists beforehand, consent must be gained in writing before deductions are made from an employee's final year's pay. If no agreement is reached, PTC may move to legal proceedings.

If no written agreement is obtained, and the employee continues to be an employee of PTC, the additional leave taken will be removed from the following leave year's entitlement to the extent that this does not reduce the employee's annual leave entitlement to below the 5.6 statutory leave requirement. Once any additional PTC granted entitlement has been removed and if there is still an outstanding negative balance of leave entitlement for the employee, then this will be considered under PTC's Disciplinary and Capability Policy.

LEAVE ENTITLEMENT DURING ABSENCE

Employees will still accrue leave entitlement during certain types of leave, such as sick leave or maternity, paternity or adoption leave.

Annual leave can be requested while an employee is on sick leave and may be requested instead of sick leave at the employee's discretion. However, PTC cannot insist that an employee take annual leave instead of sick leave.

Should an employee fall sick prior to, or during, pre-booked annual leave there is the option to take this leave on a different occasion if the Sickness Notification procedure has been followed and a Statement of Fitness for Work or a medical certificate is provided (if required).

All bank or public holidays will be regarded as leave regardless of whether an employee is on sick leave at the time.

LEAVE ENTITLEMENT DURING NOTICE PERIOD

At the discretion of PTC or the employee, whatever is left of the employee's annual leave entitlement may be taken during their notice period. The entitlement depends on how much of the leave year has passed and how much leave entitlement has been accrued.

OTHER PAID LEAVE ENTITLEMENT

Employees may take the following types of paid leave subject to any qualifying criteria and notification requirements that may apply:

- Sick leave (*see PTC's sickness absence policy and procedures*)
- Maternity, paternity, adoption and shared parental leave with pay in line with statutory entitlements
- Bereavement and caregiver leave with pay in line NJC terms and conditions

EMPLOYEE OBLIGATIONS

PTC employees are expected to familiarise themselves with this policy, and all related PTC policies and procedures, and are obliged to follow the procedure to request leave by filling in the correct details on the Leave Request Form. Annual leave taken during the leave year must be kept up to date via the Employee Annual Leave Entitlement Form.

PROCEDURE FOR REQUESTING ANNUAL LEAVE

All employees must request annual leave at least 2 weeks in advance for leave time of up to 1 week in length, however, as much notice as possible should be given. Where employees wish to take a longer period of annual leave, this must be discussed with management and at least 1 months' notice should be given. Generally, employees are only permitted to take 2 weeks' holiday at any one time.

Management will aim to accommodate all requests for annual leave but may refuse a request if there are sound business reasons for doing so. Management will respond as soon as possible to any leave requests and any reasons for refusal will be explained to the employee in writing within 5 working days of the request. This can be in the form of an email.

Where more than one employee requires the same holiday period, which if granted would impair the efficiency of the business, **leave will be granted on a first come first served basis.**

Step 1: Check the calendar to see if any other staff have booked leave during this period (as this may affect whether or not leave is permitted).

Step 2: Fill in the Leave Request Form (*see Appendix 1*) & provide management with a printed copy.

Step 3: Once granted or refused, scan the signed form and save to the below folder:

[C:\Users\Info\Prestatyn Town Council\Company - Office\SERVER-D\CURRENT FILING INDEX 2020 ONWARDS\52 PTC STAFF\Holidays 2025-2026\Leave Request Completed Forms](#)

Step 4: Update the appropriate Employee Annual Leave Entitlement Form (*see Appendix 2*), stored in the below folder:

[C:\Users\Info\Prestatyn Town Council\Company - Office\SERVER-D\CURRENT FILING INDEX 2020 ONWARDS\52 PTC STAFF\Holidays 2025-2026\Staff Leave Tracking](#)

Step 5: If leave has been refused, consider another date and follow steps 1-4 again.

APPENDIX 1: LEAVE REQUEST FORM

For leave of up to 1 week, at least 2 weeks' notice is required. For a longer period, at least 1 months' notice is generally required. All leave must be requested in writing.

Completing this form and returning it to PTC management does not guarantee that a leave request will be granted.

EMPLOYEE TO COMPLETE	
Employee Name	
Employee Role	
Date of Request	
Type of Leave Requested	
Dates of Leave Requested <i>(date of the first day of leave – date of the last day of leave taken, plus hours if relevant, e.g. afternoon)</i>	
Length of Leave Period Requested	
MANAGEMENT TO COMPLETE	
Employee Leave Days Taken to Date	
Leave Granted <i>(tick as appropriate)</i>	
Date of Leave Granted / Rejected	
Reason for Refusal <i>(if relevant)</i>	
Remaining Leave Days Available to Employee	
Manager's Signature	Signature:
	Date:

APPENDIX 2: EMPLOYEE ANNUAL LEAVE ENTITLEMENT FORM

1 annual leave day = 7.4 hours (based on 37 hour working week over 5 days)
Leave time can be time in blocks of time equivalent to 0.5 days per each pay period.
Where annual leave has been taken in hours, 0.5 days = 3.7 hours.

Employee	EXAMPLE EMPLOYEE
Holiday Entitlement	
Start Date	
Holiday Entitlement	(inclusive of remaining Bank Holidays)
Bank Holidays Remaining	
Annual Leave Entitlement	(exclusive of Bank Holidays and Special Leave)

Date	Hours / Days taken	Equivalency in 0.5 Day Time Blocks	Bank Holidays (8)	Discretionary Leave	Relevant Comments / Calculations	Holiday Time Remaining
			06.05.2025			
			27.05.2025			
			25.08.2025			
			25.12.2025			
			26.12.2025			
				29.12.2025		
				30.12.2025		
				31.12.2025		
			01.01.2026			
				02.01.2026		
			01.03.2026			