

Essential Reference Paper "D"

Extract from Contract of Employment

Holidays

- 1.1 Your annual leave entitlement is «Annual_leave_days» days which expressed in hours is «Annual_leave_hours» ******(inclusive of an extra 5 days or 37 hours for previous local government service ******subject to confirmation). Your entitlement will be pro-rated if you are part time and/or on a fixed term contract.
- 1.2 In addition to the annual leave entitlement East Herts Council grants the following public holidays to all members of staff:
- New Year's Day
 - Good Friday
 - Easter Monday
 - May Day
 - Spring Bank Holiday
 - August Bank Holiday
 - Christmas Day
 - Boxing Day
- 1.2.1 ******Public holiday leave for part time staff is calculated as 1/5th of the working week, which is «Bank_holiday_entitlement_if_PT» hours.
- 1.3 East Herts Council operates an anniversary leave period commencing on the date you start employment with East Herts Council.

- 1.4 If you start or leave employment during the year, you are entitled to leave proportionate to the number of completed weeks of service during the year. Unless otherwise advised by East Herts Council, you should ensure that you take your pro-rata outstanding annual leave before you leave East Herts Council. If, on termination of employment you have taken holiday in excess of your accrued annual entitlement, you consent to the deduction from your final installment of salary or from any other sum due to you, an amount equal to your salary for the numbers of days holiday taken in excess of your accrued entitlement.
- 1.5 All leave is taken at the discretion of your line manager. Up to 5 days annual leave may be carried forward into the next leave year with the prior written consent of your line manager. **Your annual leave entitlement will increase when you reach SCP 22/29/32/35.