

## **PERSONNEL COMMITTEE - TUESDAY, 26 MARCH 2024**

### **Report of the Director Finance, Governance and Contracts**

#### **Part A**

#### ANNUAL LEAVE PROPOSALS

##### Purpose of Report

The purpose of this report is to agree the proposals relating to annual leave and the amendments to the Leave Arrangements Policy, including Buying Additional Leave.

##### Recommendations

1. That the proposals relating to annual leave are agreed in relation to changes to the annual leave year, recording annual leave in hours, the extra statutory day for August Tuesday and half day Christmas closure for the last working day before Christmas.
2. That the Leave Arrangements Policy be amended, including the additional to policy for Buying Additional Leave.

##### Reasons

1. To ensure consistency and flexibility in the annual leave processes agreed by the Council.
2. To capture the amendments to annual leave formally in the Leave Arrangements Policy and to include the additional element for Buying Additional Leave.

##### Policy Justification and Previous Decisions

The proposals relating to annual leave have been discussed at SLT, CLT and JMTUM and submitted to this Personnel Committee for consideration. The Leave Arrangements Policy was agreed on 5 November 2013 and last amended on 13 June 2023.

The trade unions raised concerns in relation to the extra statutory day for August Tuesday and in response the Council offered a buy out agreement for those stay who may have been previously required to work on this day and as a result would be losing an enhancement.

##### Implementation Timetable including Future Decisions

Following agreement at Personnel Committee, the recommendations outlined in this report will be implemented commencing from the 1 June 2024 leave year. The Leave Arrangements policy will be uploaded to the intranet following agreement at Personnel Committee.

## Report Implications

### ***Financial Implications***

It is estimated that the cost of the buy out offer for those staff affected by the amendment to the August Tuesday extra statutory day should not exceed £3,000.

### ***Risk Management***

There are no specific risks associated with this decision.

### ***Equality and Diversity***

None identified.

### **Climate Change and Carbon Impact**

None identified.

### ***Crime and Disorder***

None identified.

### **Wards Affected**

None identified.

### **Publicity Arrangements**

Not applicable.

### ***Consultations***

Not applicable.

### **Links to the Corporate Strategy**

Efficient and Effective Council	No
Environment and Climate Change	No
Homes and Communities	No
Economy and Growth	No

Key Decision: N

Background Papers: Leave Arrangements (including Buying Additional Leave)

Officer(s) to contact: Sally Dobrowolska  
Senior HR Advisor  
Tel: 0116 3058355  
sally.dobrowolska@leics.gov.uk

## **Part B**

### Background

In order to increase flexibility and develop consistency in the annual leave processes across the Council the following proposals have been discussed and agreed at SLT, CLT and JMTUM. This includes changing the annual leave year for craft employees to align with other staff; to move to annual leave to be in hours for full time staff; amend the August bank holiday Tuesday from an extra statutory day to be an annual leave day; to formalise the arrangements for the last working day before Christmas; and the introduction of a Buying Annual Leave policy.

### Proposals

#### **1) Annual Leave Year**

It is proposed to move all employees leave year to commence on June 1 each year. This is moving the smaller group of employees (Skills Group/Craft) to be on the same scheme as NJC/JNC employees.

iTrent is unable to allocate 14-months of leave as the system works in a 12-month leave year cycle. Therefore, from 1 April 2024 employees will be allocated a standard 12-month annual leave allowance. This will continue to be given in days, without the bank holiday allowance added, as per current practice for April and May 2024. The system will then re-set on 1 June 2024 and will show a new 12-month annual leave allowance period from 1 June 2024 to 31 May 2025. The leave given from 1 June 2024 will be allocated in hours.

#### **2) Annual Leave to be Allocated in Hours for all Employees**

It is proposed that annual leave is allocated in hours for all employees. This would mean full time employees are allocated leave in the same way as part time employees who currently have leave given in hours. It is also recommended that leave is given in iTrent in its entirety for all employees (including bank holidays and extra statutory and locally agreed days) and that the iTrent system automatically books off applicable bank holidays, extra statutory days and locally agreed days for all employees, with the exception of employees who are required to work on one of these days.

Where an employee is required to work on one a bank holiday, extra statutory or locally agreed day they will be given the entitlement in their annual leave allowance in hours to be taken at another time.

#### **3) August Tuesday Extra Statutory Day**

In considering the proposal for the August Tuesday extra statutory day the Council has given consideration to customer service needs along with the best use of this day for employees. It should be noted that some of the Council's employees are contracted to work on this day in accordance with their terms and conditions.

UNISON raised concerns with those employees who would lose the enhancement due to the amendment for this day and as such it was agreed that a buy out arrangement

would apply. Affected staff will be given a one off payment of £50 as compensation for the loss of enhancement.

Overall, it is proposed that this day be added to the annual leave allocation to enable greater flexibility for employees to take this time when they choose and can then take this in accordance with service needs.

#### **4) Half day Closure for the last working day before Christmas (to commence at 1.00pm)**

The current Chief Executive has previously generously “gifted” an early closure to those whose work schedule means they would work a full day on the last working day before Christmas. Latterly, this has raised queries from those staff for who it is a non-working day or those who are unable to leave early due to service needs and who feel that they have lost out.

It is therefore proposed that the equivalent to half a day (pro-rata) leave for all staff is added onto their annual leave for the last working day before Christmas. However, if this a working day for them they must utilise this leave for the Council to close at 1pm – there is to be no flexibility with when this time is used. For those for whom it is a non-working day, they will benefit from this as additional leave entitlement.

#### **5) Buying Additional Leave Policy**

It is proposed to introduce a Buying Additional Leave Policy where employees will be able to apply for up to 74 hours (pro-rata) additional leave per leave year, subject to the needs of the service. There will be an application window each year, ending April 30 for additional leave to be authorised from June 1 to May 31 in the following leave year.

#### Consultation

In addition to discussion at SLT, CLT and JMTUM the proposals were issued to all employees via One Charnwood and an all staff email. The trade unions were also allocated a period of time to consult with their members. Human Resources attended a tool box talks meeting to discuss the proposals directly with the repairs teams. A frequently asked questions document was published to address queries being raised and was updated accordingly to ensure staff members had the latest information available.

#### Appendices

Appendix A – Leave Arrangements Policy