

## Annual Leave Year and Holidays

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The Council has an annual leave year of 1st February to 31st January, commencing 1st February 1997 for all APT & C Staff and Chief Officials.

Staff will not be permitted to carry forward annual leave entitlement into a succeeding leave year other than in the most exceptional circumstances and following the agreement of the Service Director in conjunction with the Director of Corporate Services.

The levels of annual leave entitlement as laid down within the national conditions of service have been adopted for all appointed staff other than where the Council has previously specifically agreed otherwise.

The public and general holiday allocation of 10 fixed days (7 days at Christmas/New Year, 2 days at Easter and the first Monday in May) and 4 floating days have been adopted for APT&C Staff and Chief Officials (other than Social Work staff who are subject to the conditions of service for Residential Staffs who will retain 8 fixed and 6 floating holidays) with effect from 1st February 1997.

Service Directors should ensure that availability, standby, response and call out arrangements are in place to ensure proper service delivery over the fixed holiday periods.

Annual and fixed days allocation will be issued in January of each year. The following guidance has been prepared to ensure consistency of application across the Council.

