

COUNCIL 26th JULY 2023

Governance and Business Committee 20th March 2023

36 REVISION OF HUMAN RESOURCES POLICY - LEAVE/TIME OFF ENTITLEMENTS POLICY - EXEMPT

The Chief Executive presented a written report of the Head of Human Resources & Organisational Development (HR&OD) that provided information on the Leave and Time Off Entitlements Policy.

The Leave/Time Off Entitlements Policy had been revised to reflect a change in the designated number of days the Council could request staff to take off in any leave year, for example December closure. The increase in days from 'up to 2 days' to 'up to 3 days' had been discussed by the Corporate Leadership Team and had been consulted on with the Trade Unions.

The purpose of the report was to seek approval to implement a change in the policy so that the Council could designate up to 3 days annual leave in any leave year when employees would be required to take annual leave from their allocated allowance.

During discussions Members supported the recommendation and noted that it was vital that staff take leave.

***RESOLVED that it be recommended to Council that the revised Leave/Time Off Entitlements Policy be approved.**