

RAMSEY TOWN COMMISSIONERS

ANNUAL LEAVE AND OTHER ABSENCE RECORDING POLICY AND PROCEDURE NOTES

Originating Officer	Town Clerk
Date	10 August 2020
Approved by Policy Committee	
Adopted by Ramsey Town Commissioners	18 November 2020
Last Review Date	

Contents

1 Annual Leave Entitlement 3

2 Annual Leave Policy 3

3 Booking Leave 4

4 Leave and Absence Records 4

5 Outlook Calendar System 5

6 Review of Leave 6

1 Annual Leave Entitlement

The annual leave entitlement for each individual employee is determined in accordance with their terms and conditions of employment, under either

- National Joint Council;
- By analogy the IOM Public Service Commission; or
- By analogy the IOM Public Service Commission New Starters and Promotions Agreement

In accordance with the provisions of the Employment Act 2006 all workers are entitled to a minimum of 4 weeks' paid leave each year ('statutory leave' pro rata for part time staff); and payment, when their employment terminates, for any statutory leave to which they are entitled but which they have not taken. A week's leave should allow workers to be away from work for a normal working week.

Annual leave entitlement enables staff to have a break from work duties for holidays, rest, and relaxation or any other purpose, and is an essential aspect of maintaining work/life balance and contributes towards personal wellbeing.

2 Annual Leave Policy

The Commission seeks to encourage:-

- all staff to ensure that so far as practicable all annual leave is taken within each individual leave year
- all staff where practicable to take two periods of one week in each leave year or 2 consecutive weeks leave at least once during each leave year
- all staff where practicable and within workplace requirements to take at least half of their annual leave entitlement within the first six months of the year.

Leave carried forward often causes problems where officers may have difficulty fitting in additional leave within work commitments. Officers will be expected to take their full annual leave entitlement within the leave year; annual leave may be carried forward for special holidays or events, limited to the number of days permitted under the terms of employment.

Other than for leave carried forward by prior agreement leave may only be carried forward within the limits provided for within the terms of agreement. In any event any request for leave to be carried forward must be approved by the employee's line manager and the Town Clerk in advance.

The Commission will review annual leave taken and may, where necessary, require staff to take annual leave to ensure that they have a break from work.

3 Booking Leave

Requests for annual leave should be made through line managers and approved before the leave is to be taken.

Staff are requested to provide adequate notice of leave requests, a minimum of 2 weeks is considered reasonable; where holiday arrangements require to be booked in advance then the leave request should be made prior to confirming bookings. Line Managers will however be flexible in permitting short breaks with minimal notice provide they do not impact upon the provision of services or work demands.

Staff should ensure that annual leave is taken throughout the leave year having regard to the need to ensure adequate remaining staff are in place to deliver the Commissions services. In considering leave requests managers will have regard to the service requirements of the work place and leave already booked by colleagues, staff are encouraged therefore to plan leave throughout the year in order to avoid refusal of requests due to staff limitations.

4 Leave and Absence Records

Individual records are to be maintained by each employee in the form of an Annual Attendance Record an example of which is appended. The card provides an immediate record of leave or absence and serves as the means for seeking approval to leave or other absence.

The Finance Section will issue a card to each employee before the start of each leave year. The cards will normally be held together in each section and should be available to individual employees.

All requests for annual/special or other leave should be discussed with Line Managers before being recorded on the card handed to Line Manager for approval. On receipt of each request the Line Manager will consider the request and advise the employee if it has been approved.

The card will then be passed to Finance Section for recording and returned to the employee.

Centralised leave and absence records are kept by the Finance Section in the form of a spread sheet which is maintained within the Laserfiche system. The spread sheet contains a summary of leave and absence which can be accessed by Managers in order to assist in monitoring attendance and staffing levels.

The Annual Attendance Record should be used to record the following absences:-

Leave/absence type	Signified by
Annual Leave	AL
Lieu Day	LD
Unauthorised Leave	UA
Sickness Self Certified	SS
Sickness Certified	SC
Sickness Unpaid	SU
Special Leave (Paid)	PS
Special Leave (Unpaid)	US
Maternity Leave	ML
Maternity Leave Unpaid	MLU
Facility Time – such as Union meeting/public service attendance	FL
Training	TR
Bank Holidays	BH

The card contains an entry cell for each day in the year, plus a total column for each leave type in each week. Bank/Public Holidays are also able to be identified at the commencement of the year and shown.

The first half of the year is recorded on the front of the card and provision is made to carry forward totals to the second half record on the reverse of the card.

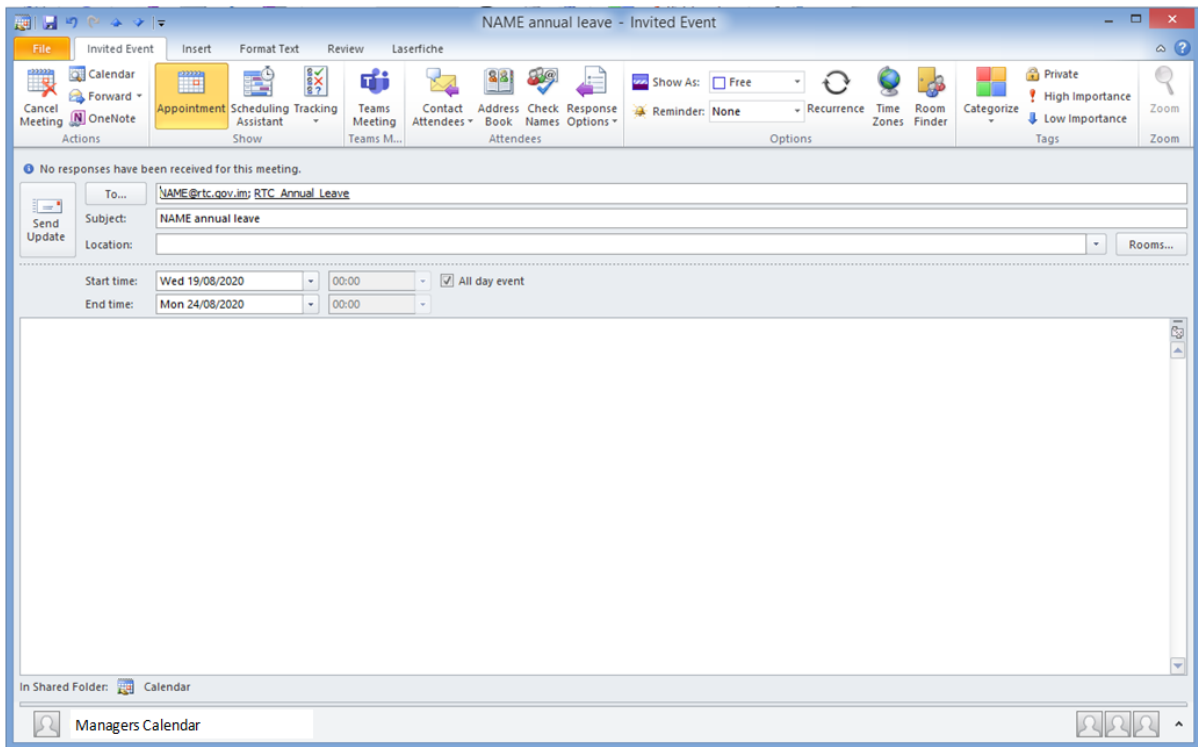
Half days are indicated on the leave card by entering a diagonal line and entering above the line for AM and below for PM, within the spread sheet records these are recorded as ALam or ALpm.

After each entry has been made it should be authorised by the Line Manager. Entries for future absence should be approved at the time of recording; entries for unplanned absence, such as sickness, must be authorised at the time of return to work and should correspond to sickness certificates. As with annual leave the card should be forwarded by the Line Manager to Finance Section for recording on the centralised record and then returned to the employee.

5 Outlook Calendar System

Managers who utilise the OUTLOOK CALENDAR system should record annual leave in the calendar within the shared public folders. This is best achieved in the following manner:-

1. Manager enters officers leave as an all-day appointment between the dates approved in their own calendar
2. Where officer is on OUTLOOK Manager invites officer requesting leave to attend using the invite attendees facility
3. Manager issues invite to annual.leave@rtc.gov.im
4. Officer should ACCEPT invite when received by email which will add the appointment to their own CALENDAR.



This process will record the instance of annual leave in the CALENDAR of the line manager, the officer taking leave and the shared annual leave calendar. The latter is accessible by all staff using the OUTLOOK system and will enable reception staff, and others, to view staff availability for enquiries and appointments.

Annual leave should be recorded in this manner immediately it is booked and BEFORE the period of annual leave is taken.

6 Review of Leave

Managers should review leave and attendance records regularly to ensure that staff members are able to take the annual leave to which they have an entitlement.

If by the end of September in any leave year staff have not been able to take a significant proportion of annual leave, and future leave has not been identified, this should be discussed by the Line Manager with the staff member and agreement sought as to when the balance of leave entitlement will be taken.

The Commission will review annual leave taken and may, where necessary, require staff to take annual leave to ensure that they have a break from work. Where staff are instructed to utilise annual leave appropriate notice thereof will be given – i.e. for one weeks leave a period of 2 weeks notice is required.

The Town Clerk will present a report on leave entitlement and actual leave taken to the Establishment Committee at the end of each leave year and otherwise as requested.