

**THURSTON PARISH COUNCIL**

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Paper prepared by: Clerk to the Parish Council for Meeting of 05.04.23

Employment matters relating to members of staff - to carry over the remaining balances of holiday entitlement outstanding from 31<sup>st</sup> March 2023 to year commencing 1<sup>st</sup> April 2024.

**Holiday entitlement**

Almost all workers, including zero-hour contracted workers and those on irregular hours contracts, are legally entitled to 5.6 weeks' paid holiday per year. The exception is those who are genuinely self-employed.

For the purposes of calculating holiday entitlement, the statutory 5.6 weeks entitlement is split into 4 weeks derived from EU law, and an additional 1.6 weeks from UK law. This guidance focuses on the legal minimum entitlement of 5.6 weeks. Many workers have contracts that entitle them to additional paid holiday beyond this, known as contractual holiday entitlement.

**Carrying annual leave into future leave years**

The 5.6 weeks of statutory holiday is split into 4 weeks and 1.6 weeks, and there are some differences in the rules that apply:

- the 1.6 weeks can be carried forward into the following leave year if a written agreement exists between the worker and the employer
- generally, the 4 weeks cannot be carried into future leave years, so employers must facilitate these weeks being taken within the relevant leave year

***Proposal: the Council agrees to the following members of staff carrying forward the outstanding annual leave for 2022-2023 into 2023-2024***

Staff Member	Days Remaining and to be carried forward
Clerk	5.00
Deputy Clerk	5.73
Litter Picker	16.28 hours