

LONDON BOROUGH OF BEXLEY - LEAVE ENTITLEMENT

The following entitlements will be applied pro rata to part-time employees. The entitlement applies to five day working patterns. For alternative working patterns, compressed hours working, etc. an equivalent leave entitlement will be calculated.

| GRADE | WORKING DAYS | AFTER 5 YEARS SERVICE |
|--|----------------------------|-----------------------|
| Bexley 22 to 27 Bexley LD | 32 | 32 |
| Bexley 16 to 21 Bexley L9 to L12 and LG Bexley V10 to V12 and VG Soulbury | 27 | 30 |
| Bexley 9 to 15 Bexley L2 to L7 | 25 | 28 |
| Bexley 1 to Bexley 8 | 23 | 27 |
| *SM1 *TM1 *PP1 *CSW3 *CSW2 | 27 27 25 25 23 | 31 |
| Youth Workers: YOUTH1A, YOUTH1B YOUTH2A, YOUTH2B | 30 | 35 |
| Bexley SW2/SW3 Up to salary point 28 From salary point 29 | 23 25 | 27 28 |

*Identified posts within key teams within Children's Social Care benefit from an enhanced entitlement after 5 years continuous service. Where applicable this will be specified in your contract of employment.

In addition to this entitlement the Council currently grants an additional concessionary day at Christmas on a day to be determined by the Council. For part time staff this additional day is incorporated into pro-rata public holiday entitlements.

Public Holidays

In addition to the above contractual annual leave entitlement, employees will be entitled to a holiday with a normal day's pay for each of the public holidays as they occur, irrespective of length of service (pro rata for part-time employees). Only where an employee is unable to benefit from a days leave on a public holiday, for example due to sickness/maternity leave or being scheduled to work, will an alternative day in lieu be granted.

This contractual annual leave and public holiday entitlement incorporates statutory entitlements to leave in accordance with legislation and National Joint Council terms and conditions of employment.

Conditions relating to Leave Entitlement

The annual leave entitlement for employees joining or leaving the Council is proportionate to their completed service during the leave year. The Council will reclaim any overpayment of annual leave on termination of employment.

Payment will be made at the normal rate of pay for all holidays taken within the annual leave entitlements specified above.

On termination of employment, employees will normally be required to take any outstanding annual leave during their period of notice. Payment will only be made in lieu where this is not possible, for example due to sickness.

The approval of the appropriate supervisor, line manager or head teacher is required before leave can taken. Other local procedures or conditions to the taking of leave may also apply and must be followed.