



Annual Leave Entitlement

1. APT&C etc Staffs

An employee who has, or will have, completed one or more years continuous service with East Dunbartonshire Council by the end of the leave year shall be entitled to 20 working days.

An employee who, at the commencement of the leave year has completed at least 5 years reckonable service, shall be entitled to 25 working days.

An employee who, at the commencement of the leave year has completed at least 10 years reckonable service, shall be entitled to 28 working days.

2. JNC Chief Officials

A JNC Chief Official who, at the end of the leave year has, or will have completed one or more years continuous service with East Dunbartonshire Council, shall be entitled to 27 working days.

A JNC Chief Official who, at the commencement of the leave year has completed at least 10 years reckonable service, shall be entitled to 30 working days.

3. Annual Leave Year

East Dunbartonshire Council have adopted the leave year 1 January to 31 December and that employees should be permitted to take leave within the period 1 January of the year to which it relates and 31 January the following year. Any leave not taken by 31 January will be forfeited.

4. Christmas - New Year Annual Leave and Day of No Work Requirement

Employees who are not involved in emergency/essential service will be required to commit 2 days annual leave from either the current or following year's entitlement for the two working days immediately following the Christmas public holiday each year.

The working day immediately prior to the New Year public holiday (normally 31 December) will be granted as a day of no work requirement each year.

Premium rates will not be paid for any employee required to work on any of the three days concerned.

For those employees required to work on the day of no work requirement (normally 31 December each year) an alternative day in lieu will be granted to be taken not later than 31 March of the following year.

For those who would not be due to work on the day of no work requirement (normally 31 December each year) as a result of shift pattern etc, compensatory time off in lieu will be granted equivalent to the number of hours which would otherwise have been worked, also to be taken not later than 31 March the following year.

The administration of the above will take place at departmental level.