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Human Resources Policy

1. Purpose and Scope

The purpose of this policy is to provide guidance on HR information that is not contained in any other policies:

This policy provides guidance on:

- Annual Leave
- Expenses
- Overtime
- Pay Dates
- Use of Own Vehicle

It will set out organisational processes and how employees should follow them. It does not apply to Councillors.

2. Legal Responsibility & Policy Support

Moulton Parish Council recognises its duty of care to its employees and its legal obligation to support employee wellbeing at work under the terms of:

[Employment Rights Act 1996 \(legislation.gov.uk\)](http://legislation.gov.uk)

[Data Protection Act \(1998\) \(legislation.gov.uk\)](http://legislation.gov.uk)

3. Annual Leave

Annual leave entitlement

Please see your individual contract for your annual leave entitlement.

Leave year

The council's holiday year runs from 1st April to 31st March each year. No unused entitlement can be carried over into the following year. Some annual leave needs to be allocated to the Christmas closure period.

Requesting leave

You should request leave from your Line Manager, with a copy to the Finance & HR Manager, and give a minimum of 2 weeks clear notice.

Sickness during leave

If you become ill during a period of paid annual leave, you must comply with the requirements of the sickness reporting and certification procedure, if you wish to have this sickness period discounted from the period of paid leave taken. It is important that you contact your Line Manager, the Executive Officer or Finance & HR Manager (or the Chair in the case of the Executive Officer), on the first day of sickness and keep the council up to date during the period of sickness.

Payment of annual leave

The council does not offer payment in lieu of leave entitlement unless you are leaving the council and have not taken leave entitlement that you have accrued at the time of leaving.

4. Expenses

The council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake during your employment. Prior approval from your Line manager is required before any expenditure is made.

Training

When attending training courses, authorised by council, all employees will be able to claim travel expenses to/from the venue.

The staff training policy should be consulted for further information on staff training.

5. Overtime

Pay for Working extra hours

Overtime is hours worked over an employee contracted hours. When an employee has fixed contracted hours, overtime would be any additional hours worked at the request of management.

On occasion, employees may work additional hours at the request of their Line Manager to cover a special event. Time off in lieu will be taken at a time that suits the business and individual.

In rare cases Moulton Parish Council offers overtime to cope with an increase in demand for their services. Additional hours must not be worked unless specifically requested by your Line Manager.

Pay Dates

Staff are paid on the 28th day of each month, unless that day falls at a weekend or Bank Holiday, in which case payment will be made on the preceding weekday.

6. Use of own Vehicle

It may be appropriate and cost-effective to use your own car when travelling on business.

Any use of your own car on business is subject to you:

- Holding a full UK driving licence.
- Ensuring that your car is roadworthy and fully registered.
- Holding comprehensive motor insurance that provides for business use.

7. Related Policies

This policy applies to all employees of Moulton Parish Council and should be read in conjunction with our other policies and procedures. These policies have been written with the needs of the employee at the centre, and the council recognises that employees who are happy and well at work will perform at their best. Please refer to additional workplace policies:

- Managing Ill Health and Absence Policy
- Dignity at Work Policy
- Flexible Working Policy
- Employee Mental Health and Wellbeing Policy
- Equality, Diversity and Inclusion Policy
- Gifts and Hospitality Policy and Register
- Bereavement and Special Leave Policy
- Working from Home Policy
- Training Policy
- Maternity, Paternity and Adoption Policy
- Display Screen Users Policy

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024

Review Due: January 2025