



## STOTFOLD TOWN COUNCIL

### BIRTHDAY LEAVE POLICY

#### 1. Purpose

At Stotfold Town Council, we believe in celebrating the personal milestones of our employees. Our Birthday Leave Policy is designed to allow employees to take a day off on their birthday, ensuring they can celebrate this special occasion in a way that is meaningful to them.

#### 2. Scope

This Policy applies to all permanent, full time and part time employees of Stotfold Town Council.

#### 3. Policy Details

##### 3.1 Entitlement

- Employees are entitled to one additional day of paid leave per year to be taken on their birthday. There is a right from day one of employment.
- Should you leave the company before the date of your birthday, you will not be entitled to Birthday leave or any payment in lieu of Birthday leave. The Council reserves the right to vary, amend or withdraw this benefit without notice.

##### 3.2 Conditions of Use

- Birthday Leave must be taken on the employee's actual birthday. If your birthday falls on a Bank Holiday, you will be entitled to the next working day.
- If you are a part time employee and your birthday falls on a non-working day, you can take your birthday leave on the next available working day. You will be entitled to take the equivalent amount of leave as your normal working day.
- If the employee's birthday falls on a weekend:
  - The leave will be taken on the closest working day, either the preceding Friday or the following Monday.
  - If annual leave has been booked, then the birthday leave would be used instead of annual leave.
- Birthday Leave cannot be:
  - Taken on any other day.
  - Transferred, carried over, or exchanged for monetary compensation.
- Approval of leave is subject to staffing needs and will be granted on a first-come, first-served basis.
- Should you decide to leave the Council or have your employment terminated by the Council, you will not be paid in lieu if it is lost or untaken.

### **3.3 Notification**

- Employees must notify their line manager at least 14 days in advance of their birthday to ensure operational requirements are met.
- Managers are responsible for ensuring adequate cover is arranged during the employee's absence.

### **3.4 Eligibility**

- This entitlement applies only to permanent employees.
- Temporary or casual staff are not eligible for Birthday Leave.

## **4. Equality and Inclusion**

This Policy applies equally to all eligible employees, ensuring fair and consistent treatment in line with the council's commitment to equal opportunities.

## **5. Those who are absent from work**

If you are absent from work during the week of your birthday due to:

- **Sickness:** Where an employee is absent due to sickness, you will be able to take the day at another time during the same holiday year, as agreed with your Line Manager. The request must be submitted via Timetastic and authorised accordingly. However, if you return to work in the next holiday year, you will lose the right to the additional day off, as this does not form part of your statutory entitlement.
- **Family Leave:** For those who are taking any of the family friendly rights listed in the Family Related Leave Policy (in the staff handbook), you are entitled to accrue this extra day and take it on your return.