

To receive an update on staff end of year annual leave 2023-24 and consider any actions and associated expenditure

Admin, Finance and Service Delivery Staff have taken their allocated 2024-25 annual leave entitlement in accordance with the Town Council Employee Handbook.

Carrying Forward Annual Leave

We believe that it is mutually beneficial and leads to a better work-life balance for you to take all your annual holiday entitlement in the current leave year.

However, you may carry forward up to 5 days into the next holiday year providing you have taken at least four working weeks of holidays and have obtained the specific approval from your Manager. Where we agree, we will confirm our approval in writing and clarify how many days you may carry forward and the latest date by which they must be taken. If you don't take them by this date you forfeit what is left.

The above is for noting.

**End of Report
Town Clerk**