



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Personnel Committee

10<sup>th</sup> April 2020

### Report of the Head of Human Resources – Sheenagh Rees

#### Matter for Decision

#### Wards Affected: All Wards

#### Implementation of the Working Time (Coronavirus) (Amendment) Regulations 2020

#### Purpose of the Report:

To implement the provisions of the Working Time (Coronavirus) (Amendment) Regulations 2020, in relation to the carry over of statutory annual leave.

#### Background:

On Friday, 27<sup>th</sup> March 2020 the government announced that **The Working Time (Coronavirus) (Amendment) Regulations 2020**, will now allow staff to carry over up to the **statutory four weeks leave** where it is not reasonably practicable for them to take some, or all, of the holiday they are entitled to due to coronavirus.

The Council is obliged to implement this statutory provision. Discussions have taken place with the joint trade unions and it has been agreed that the Council will classify the first 20 days of annual leave taken in an annual leave year as the statutory four weeks leave, and where employees have not taken this, they will be able to carry over up to 20 days into the next annual leave year.

All employees will be encouraged to take annual leave where they are able to, to ensure that they have necessary rest and recuperation.

All annual leave is subject to the exigencies of the service, and in line with the NJC Circular issued on 6<sup>th</sup> March 2020, where necessary the Council can require an employee to cancel or postpone annual leave in order to maintain service delivery. Appropriate notice must be given, for example one week's notice for one week's annual leave. The Council will then arrange for the employee to take the leave at another time, and if s/he cannot take it before the end of their annual leave year, to carry this cancelled leave into the next annual leave year.

**Financial Impacts:**

There are no costs in relation to this report.

**Integrated Impact Assessment:**

An integrated impact assessment is not required for this report.

**Valleys Communities Impacts:**

No impacts

**Workforce Impacts:**

This will be a supportive measure to employees at this difficult time.

**Legal Impacts:**

No impacts

**Risk Management Impacts:**

This approach reduces any risks associated with breaching statutory provision.

**Consultation:**

Trade unions have been consulted and support this approach.

**Recommendations:**

To implement the **Working Time (Coronavirus) (Amendment) Regulations 2020**, which now allow staff to carry over up to the **statutory four weeks leave** where it is not reasonably practicable for them to take some, or all, of the holiday they are entitled to due to coronavirus.

**Reasons for Proposed Decision:**

To ensure that no employee is in detriment as a result of the Coronavirus Covid-19 emergency.

**Implementation of Decision:**

The decision will be implemented immediately.

**Appendices:**

None.

**List of Background Papers:**

None

**Officer Contact:**

Sheenagh Rees, Head of Human Resources, email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)