

Introduction

Leave Entitlement

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Overview

These documents describe the leave entitlement for British Council members of staff. It covers:

- leave entitlements (including different types of leave, such as study leave and maternity leave)
- how to apply for, approve, refuse and cancel leave
- how to calculate leave entitlement
- UK Statutory Sick Pay and Incapacity Benefit
- UK official and public holidays.

For details of international assignments leave, see Overseas Postings.

Audience

This policy applies to UK-appointed staff. It can provide good practice guidance for country/territory TACOS and/or English and Exams/ OAS staff contracts, subject to local law and conditions.

Policy

The British Council conforms with UK legislation, which came into effect on 1 October 1998, that implements an EU directive on working time. In EC countries where similar legislation has not been introduced, the EC directive still applies.

Managers in the UK and EC Country Directors must ensure that members of staff take at least 20 days leave each year (including privilege and bank holidays) or the pro rata equivalent according to their hours of work.

Procedures

The procedures and guidance in this section cover several different types of leave entitlement:

- annual leave
- special and study leave
- maternity leave
- paternity leave
- adoptive leave
- parental leave
- time off to care for dependants
- sick leave pay
- leave for fertility treatment.