

**PERSONNEL COMMITTEE – 8 OCTOBER 2026****REPORT FOR DECISION****CONVERSION OF STATUTORY LEAVE DAYS INTO ORDINARY LEAVE ENTITLEMENT**

| Culture                                                                           | Money & Decision Making                                                           | Places & Resilience                                                               | People & Wellbeing                                                                 | Facilities & Open Spaces                                                            |
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**Recommendation to the Finance and General Purposes Committee:**

The two statutory leave days, provided within the national agreement on pay and conditions of service for local government services, be converted to ordinary leave days for all employees and added to their ordinary annual leave entitlement with effect from 1 April 2027.

**Background:**

The national agreement on pay and conditions of service for local government services (the Green Book) grants officers two days of statutory leave, in addition to each individual's ordinary annual leave entitlement, at Christmas and at Easter. Previous practice was that the Corporate Management Team decided each year when these days would be allocated during the Easter and Christmas holidays.

Changing working practices and patterns have made this untenable as some services can not be suspended and therefore some staff are required to work while others are required not to work on the allotted days.

It is recommended that these statutory days are added to officers' ordinary annual leave entitlement, which would give individuals more flexibility on how to use the time, and managers the ability to control this, to meet the needs of their service. Officers could continue to take the leave at Easter and Christmas if they so wished.

This arrangement has been made by numerous other Councils for a number of years and so Penzance Council would by no means be an outlier by incorporating the statutory leave days into the ordinary leave entitlement. In fact, at present Penzance Council is an outlier for not having done so.

As officers can continue to take the leave at Easter or Christmas if they wish, and so the change has no negative impact, meaning no consultation is required.

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