

## Additional Holiday Line Manager Guidance

From: Human Resources

Date: September 2021

### GUIDANCE INTENT

The Additional Holiday policy allows employees to purchase additional holiday entitlement via a salary deduction. This provides additional time off work, in addition to existing entitlements to Holiday by level and length of service, as well as Bank Holidays and University Closure Days.

This guidance aims to:

- Provide clarity to line managers on their responsibilities in regards reviewing and agreeing to direct reports' request to buy additional holiday.
- Ensure that line managers have an equitable approach to recognising and evaluating the impact of the combined request(s) from direct reports on service delivery to customers/students and identifying mitigating actions.
- Ensure consistency across the entire University in the approach of line managers in the purchase of additional holiday.

### LEGISLATION

- Employment Rights Act 1996
- National Minimum Wage Act 1998
- Working Time Regulations 1998 (SI 1998/1833)
- Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Equality Act 2010.

### UNIVERSITY GUIDANCE

## 1. Statement

- 1.1 The purchase of additional holiday is a voluntary employee benefit, with no right to acceptance, however all applications must be considered favourably, and reasonable effort made to accommodate them, wholly or in part.

## 2. Equal Opportunities

- 2.1 The University is committed to practices that promote opportunity in employment. In applying this policy due regard will be given to the nine protected characteristics as outlined in the Equality Act (2010):
- Age
  - Disability
  - Gender
  - Gender reassignment
  - Marriage and civil partnership
  - Pregnancy and maternity
  - Race
  - Religion or belief
  - Sexual orientation
- 2.2 The policy applies to all staff, regardless of their University position or pay grade.

## 3. Line Manager Guidance

### 3.1 Prior to applications

- 3.1.1 Before submitting an application for the purchase of additional holiday, employees should have first discussed their intentions with their line manager.
- 3.1.2 As part of this discussion, employees should be able to demonstrate how the purchase of additional holiday will not negatively impact the performance and output of both their work and that of their team.

- 3.1.3 At this stage line managers should indicate their support or opposition to the request.
- 3.1.4 Line managers will be notified following the completion of the application form and asked to complete a statement of support.

**3.2 Statement of support**

- 3.2.1 The line manager should consider all requests in a reasonable manner and provide a brief commentary about the impact of the employee taking additional holiday.
- 3.2.2 Line managers are encouraged to consider and comment on the following factors, although this list is not exhaustive:
  - the ability to maintain existing service provision in light of additional holiday requests from direct reports
  - an inability to recruit replacement staff
  - any impacts on quality
  - any impacts on performance
  - any impacts on customer or student experience
- 3.2.3 Line Managers are asked to indicate whether they are: Supportive, Supportive subject to revision(s) or Unsupportive.
- 3.2.4 Individual departments may include additional approvals (for example by second line managers or senior management teams) at their discretion, prior to applications being passed to Human Resources.

**3.3 Next Steps**

- 3.3.1 For supported applications, Human Resources will process all necessary changes to an employee’s record, subject to certain ‘quality checks’ (e.g. National Minimum Wage compliance). A letter will be issued confirming the temporary variation to an employee’s employment contract, which will need to be signed and returned to HR as soon as possible.
- 3.3.2 For applications supported subject to revision(s), line managers are asked to seek agreement with the employee e.g. a recommendation that less holiday is purchased, or a recommendation that holiday is taken at a different time. There is no obligation for employees to accept the proposed revision, however if both parties are unable to agree on the proposed revisions, this may result in an application being rejected.
- 3.3.3 For applications which are not supported, line managers should issue written feedback by email to the employee explaining the reasons for this outcome.

**3.4 Appeals**

- 3.5 This is no right of appeal if an application is not supported but employees retain the right to make a revised application in accordance with the published application timetable.

**VERSION CONTROL**

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