

Additional Holiday Policy

From: Human Resources

Date: September 2021

POLICY 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.

The policy aims to:

- Provide clarity on the eligibility requirements and process to apply for additional holiday.
- Ensure that the University has an equitable approach to the purchase of additional holiday, for all those who are eligible.
- Ensure consistency across the entire University in the approach to the purchase of additional holiday.

This policy is supplementary to the University's [ANNUAL LEAVE LEVEL 1-3](#) and [ANNUAL LEAVE LEVEL 4+ AND ACADEMIC STAFF](#) policies.

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.

Employment rights:

- Nothing in this policy will supersede an individual's rights, as set out in UK employment legislation.

UNIVERSITY POLICY

1. Principles

- 1.1 The purchase of additional holiday is a voluntary employee benefit.
- 1.2 Additional holiday will be purchased in hours and added to the total of accrued holiday entitlement within MyHR Dashboard. All holiday must be booked in the MyHR Dashboard.
- 1.3 A minimum and maximum number of hours for purchase is set (detailed in Section 3), subject to review at any time.
- 1.4 Employees can apply for additional holiday during biannual application windows, normally in September and March each year. Applications made in September will be effective 1 October to 30 September, in line with the University's holiday year. Applications made in March will be effective 1 April to 30 September.
- 1.5 Applicants will be required as part of their application to detail how the purchase of additional holiday will not negatively impact performance and output of both their work and that of their team.
- 1.6 Unused additional holiday is subject to the normal rules for holiday carryover and no refunds will be made for unused additional holiday.
- 1.7 If an employee is leaving employment mid-year, the line manager may require that the employee takes any outstanding additional holiday during their notice period.
- 1.8 Subsequent changes to the eligibility, limitations or any other section of this policy would not impact on past decisions on additional holiday requests.
- 1.9 This policy should be read in conjunction with the University's [HOLIDAY AND TIME-OFF POLICY](#).
- 1.10 Considerations should also be given to the potential impact of [NATIONAL MINIMUM WAGE](#) and [WORKING TIME DIRECTIVE](#).

2. Equality Principles

2.1 The policy applies to all staff, regardless of their University position or pay grade.

3. Policy statement

3.1 Scope and Duration

- 3.1.1 Subject to the limitations noted below, any University employee can apply to purchase additional holiday, whether full-time or part-time or employed on an open-ended or fixed-term basis.
- 3.1.2 There is no qualifying length of service requirement.
- 3.1.3 In any one University holiday year, employees may purchase additional holiday, in hours, subject to:
 - The minimum number of hours purchased must be at least equivalent to one day for the employee's grade (i.e. 7.2 hours at Levels 1 and 2; 7.0 hours at Levels 3 and above)
 - The maximum number of hours purchased must not be more than the equivalent of five days for their grade i.e. (36 hours at Levels 1 and 2; 35 hours at Level 3 and above)
 - These minimum and maximum values are applied pro-rata for part-time staff. For example, an employee at Level 3 with a 0.5 FTE contract would be able to buy between 3.5 and 17.5 hours of additional holiday.

3.2 Limitations

- 3.2.1 The purchase of additional holiday will not be approved if:
 - It reduces the employee's pay below the relevant National Minimum Wage rate, when also considering other salary sacrifice arrangements (for example, childcare vouchers, pension, etc.).
 - The employee is on an externally funded research contract (unless that grant or contract is flexible enough to allow it).
 - It reduces the gross pay of an employee on a visa below any earnings threshold required under the conditions of that visa.
 - The employee has a term-time only contract, an hourly-paid lecturer (ACAP) contract or a pre-sessional tutor contract.

3.3 Effect on pay and benefits

- 3.3.1 Additional holiday will be paid for via a regular monthly deduction from salary, spread in equal instalments across the remainder of the relevant holiday year. This will normally mean:
 - In 12 instalments from October to September for applications made in September, or
 - In 6 instalments from April to September for applications made in March.
- 3.3.2 Applicants will be notified of the amount to be deducted each month, as soon as possible after their request has been approved.
- 3.3.3 The rate for purchasing each hour of additional holiday is calculated as follows:
 - The employee's full time equivalent annual salary, including any recurring allowances, is identified.
 - The resulting figure is divided by the net number of hours a full time employee would normally work in a year after taking into account the maximum contractual holiday entitlement for their grade (including Bank Holidays and University Closure Days), as set out in the table below.

Level	Maximum full time equivalent contractual holiday entitlement	Net hours
Levels 1a to 2b	24 days holiday, plus 8 Bank Holidays and 6 University Closure Days	1,603.5
Level 3	24 days holiday, plus 8 Bank Holidays and 6 University Closure Days	1,559.0
Levels 4 to 7	30 days holiday, plus 8 Bank Holidays and 6 University Closure Days	1,517.0

- 3.3.4 If the employee is a member of the USS, USRF, PASNAS or NEST pension schemes, their pension contributions and pension accrual will continue as normal, based on gross salary (i.e. before deductions for purchase of additional holiday).
- 3.3.5 At the end of the agreed period, the employee will return to their full salary and substantive holiday entitlements.

3.4 Process

- 3.4.1 Applications can be made in September to be effective 1 October to 30 September, in line with the University's holiday year, and may also be made in March to be effective 1 April to 30 September. The total requested holiday in any one holiday year must not exceed the limits as set out in Section 3.1.
- 3.4.2 Employees considering purchasing additional holiday should first discuss their intentions with their line manager and demonstrate how the purchase of additional holiday will not negatively impact the performance and output of both their work and that of their team.
- 3.4.3 Requests to purchase additional holiday should be made using the form provided and in accordance with the application timetable.
- 3.4.4 Applications will be considered by line managers giving account to any personal circumstances stated on the application, as well as the operational and workload implications of the proposed reduction in working hours resulting from the purchase of additional holiday. Applications will be considered favourably, but may be turned down, wholly or in part, if the operational impacts (including negative impacts on colleagues) would be too great, or if one of the limitations set out in this policy applies.

- 3.4.5 The line manager will provide a statement outlining the impact of additional holiday on the department and/or school and indicate whether they are supportive, supportive subject to revision(s) or unsupportive.
- 3.4.6 Individual departments may include additional approvals (for example by second line managers or senior management teams) at their discretion, prior to approvals being passed to HR.
- 3.4.7 The line manager will then forward all applications to Human Resources who will apply appropriate 'quality checks' (e.g. National Minimum Wage compliance). Applications may be rejected if they do not satisfy these 'quality checks'.
- 3.4.8 Human Resources will apply the changes to the employee's record and notify the employee in writing.
- 3.4.9 If an application is rejected there will be no right of appeal, but employees retain the right to make a revised application in accordance with the published application timetable.
- 3.5 Reasons to decline an application**
- 3.5.1 All applications will be considered favourably, and reasonable effort will be made to accommodate them, wholly or in part.
- 3.5.2 Applications may be turned down, wholly or in part, if the operational impacts on the work of the School/Service, or the workload impacts on other employees would be too great, or if one of the limitations set out in this policy applies. The final decision will be based on the needs of the University. The line manager will give reasons for the rejection of any request which must be for one or more prescribed reasons, which are:
- ineligibility under Section 3.2 of this policy.
 - an inability to demonstrate how the purchase of additional holiday will not negatively impact performance and output of both their work and that of their team.
 - a reasonable belief that the additional holiday would create an unsustainable reduction in quality, performance, or service provided to our customers/students.

RESPONSIBILITIES

Human Resources

- Checking that the requested purchase additional holiday does not breach NATIONAL MINIMUM WAGE requirements.
- Confirming acceptance or rejection of the request to the line manager and employee
- Applying the requested purchase additional holiday to the employee's HR and payroll record.

Line Manager

- Recognising and evaluating the impact of the combined request(s) from direct reports on service delivery to customers/students and identifying mitigating actions.
- Consider existing employee holiday balances to ensure realistic ability to use holiday in time allotted.
- Submitting all approved and rejected requests to HR.

Employee

- Discuss their intentions with their line manager and detail how the purchase of additional holiday will not negatively impact performance and output of both their work and that of their team.
- Submitting a request to their line manager, using the appropriate form, specifying a proposed purchase additional holiday, and, where possible, anticipated periods of holiday.
- Booking all holiday requests via MyHR Dashboard.

VERSION CONTROL

Last updated:	September 2021		
Consulted:	HR SLT	Date consulted:	July 2021
	UEB		August 2021
Feedback:	This policy will be piloted initially for one year.		
Date to JJNC:		Date approved:	
E&D Assessment:	Yes/No	Date assessed:	August 2021
Author:	Reward, Recognition and Inclusion Team		