

Policy

Title: ANNUAL LEAVE FOR STAFF LEVEL 1-3

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Last updated: 30 August 2012

The basic holiday entitlement for full-time staff is 20 days basic annual leave to be taken at the discretion of the individual with the approval of the Head of Academic Unit or Professional Service or their representative. For staff working part time hours holiday entitlement is pro-rata'd.

The University's annual leave period runs from 1 October to 30 September. It is expected that all staff will use their full leave entitlement during any annual leave period. However, in rare instances and subject to the agreement of the Head of Academic or Professional Service or their representative, up to five working days (or pro-rata entitlement) can be carried over from one leave year to the next. This should not be the norm and should only occur in instances where due to exceptional circumstances it is not possible for leave to be taken during the annual leave period.

For staff joining or leaving the University part way through a month or year entitlement for the relevant leave period will be pro-rata'd based on the number of days and months worked during the leave year.

The University reserves the right to expect members of staff working on term time only contracts to take their annual leave entitlement during the non-working period.

All requests for annual leave should be made in advance to the Head of Academic or Professional Service or their representative with an appropriate period of notice.

Long Service Leave

Long service leave entitlement is due to staff in Levels 1-3 who have completed continuous service during a leave year.

Staff in levels 1-3 accrue an additional day for each completed year of service until they reach 24 days leave (excluding University closure days and Bank Holidays).

All leave can be booked through MyView which will show the total number of annual leave days or hours for that year.

For the purpose of reckoning long service leave entitlement, employment with another employing institution in the University sector shall not be counted as continuous service