

Policy

Title: ANNUAL LEAVE FOR ACADEMICS & STAFF LEVEL 4+

Ref: HR/ER/Version 1.1

Last updated: 30 August 2012

THIS POLICY IS THE LATEST VERSION & SUPERSEDES ANY OTHER POLICY THAT YOU MAY HAVE IN YOUR TERMS & CONDITIONS BOOKLET

Leave entitlement

Full time staff have an entitlement to 30 days holiday during the leave year, plus eight public holidays and up to six other days when the University is closed, known as University holidays. Members of staff who start or leave during a leave year are entitled to accrued annual leave based on the amount of days worked during the leave year. Part time staff are entitled to equivalent leave on a pro-rata basis. This includes entitlement to public and university holidays where a pro-rata entitlement to days off in lieu is granted according to the number of hours worked. Should you have any queries regarding this policy please seek further guidance from the Human Resources Department.

Job share posts also have these arrangements for the Public and Statutory Holidays and the University holidays to ensure that there is an equitable distribution of these holidays between the job share partners if each partner does not work a five day week.

The leave year will be regarded as 1 October to 30 September. Entitlement pursuant to the Working Time Regulations (4 weeks) must be taken in the holiday year and entitlement accrued but not taken at the end of the holiday year will be lost and no payment made in respect thereof. Entitlement in addition to that due under the Working Time Regulations may not normally be carried over from one year to the next without specific approval of the Head of School and unless there are exceptional circumstances where it is not possible to take the leave during the holiday year.

All requests for annual leave should be made in advance to the Head of Academic Unit/Professional Service or his/her nominee with an appropriate period of notice, for example, one days' notice in advance for one days' annual leave; two weeks' notice in advance for requests for annual leave of two weeks duration. Staff who leave during the year should be encouraged to take leave due prior to their termination date. Where for operational reasons this is not possible they will be entitled to payment in lieu of holidays not taken during that year in proportion to service completed at the time of their leaving.

Public holidays

New Year's Day; Good Friday; Easter Monday; May Day Bank Holiday; Spring Bank Holiday; Late Summer Bank Holiday; Christmas Day and Boxing Day.

University holidays

University holidays are usually fixed during the Christmas and Easter periods.

Part time staff holiday calculations

Guidance on calculating a pro-rata amount of holiday for part time staff is [available in the Holiday Guide](#).