Guidance - Queen’s Funeral Bank Holiday

These frequently asked questions provide staff with information about how the additional Bank Holiday on the 19th of September will be administered (under current policy) in terms of holiday entitlements and MyHR Dashboard.

1. Do I have to book off the Bank Holiday or is it done for me?
   The additional entitlement for the Bank Holiday has now been added to holiday entitlements and the 19th has been booked off for staff (where they would normally work that day and don’t have already have it booked as holiday).

2. Do I get additional entitlement to book off this Bank Holiday or does it come out of my current entitlement for 2021/22?
   The additional Bank Holiday has been incorporated into the holiday calculations for the 2021/22 leave year and staff have been credited with additional holiday entitlement. The amount of additional holiday they receive is based on their grade, FTE and the proportion of the holiday year they have worked. For example:

   - Staff member at level 3, 4 and above who is 1.0 FTE receives 7 hours.
   - Staff member at Level 2B who is 1.0 FTE receives 7.2 hours
   - Staff member at Level 4 who is 0.6 FTE receives 4.2 hours (7 hours x 0.6)
   - Staff member at Level 4 who commenced on 1 April 2022 receives 3.5 hours ((183 days / 365 days) x 7 hours)

   More information about how holiday entitlements are calculated can be found on the on the HR website.

   Note the number of hours deducted for the Bank Holiday are based on the staff member’s work pattern recorded on the HR System. This means that for some part-time staff and full-time staff with non-standard work patterns, they may receive more or less entitlement than is deducted for the Bank Holiday. Please see FAQ 6 below, for an example.

3. What happens if I don’t normally work a Monday?
   You will retain the additional holiday entitlement, to take on another day.

4. What happens if I already have that day booked as holiday?
   You can just leave the holiday booking, there is no need to amend or delete it. If you had booked off a full day of holiday (based on your work pattern) then you will retain the additional entitlement you received for the Bank Holiday to take on another day.
If you had only booked off a part day and will now be taking a full day off we will adjust your booking and deduct the additional hours to make it up to a full day of leave (based on your work pattern).

5. I haven’t received enough entitlement to cover the number of hours I normally work that day (and have been deducted), why is that?
The amount of additional holiday staff receive for the Bank Holiday is based on their FTE and proportion of the leave year they have worked. For some part-time staff who work Mondays or full-time staff who have recently started their employment, they might find that the additional holiday entitlement they receive will not cover the number of hours that will be deducted for the holiday.

Some staff work a longer day than standard for their grade, in these cases the additional entitlement will not cover their working hours for that day.

6. I had a holiday balance of zero prior to the announcement of the Bank Holiday, why is my holiday entitlement now in negative/deficit?
If you had used up your full holiday entitlement for 2021/22 prior to the announcement this additional Bank Holiday and you’re part-time and work a Monday and/or have recently started working for the University you might find that the additional holiday entitlement you received does not cover the number of hours deducted for the day.

For example, a staff member at Level 3 who has an FTE 0.6 and works 7 hours per day Monday to Wednesday will receive an additional 4.2 hours, but will have 7 hours deducted for the Bank Holiday. If their balance was zero prior to the additional holiday being added and the Bank Holiday deducted, they will have a deficit of 2.8 hours.

Deficits will be deducted from their 2022/23 entitlement.

7. What happens to the deficit? Is this carried over and deducted from next year’s entitlement or can I agree to work the time back.
Negative entitlement will automatically be carried over by the end of October. This means it will be deducted from the person’s 2022/23 entitlement. You could agree with your manager to work back the time, but this would need to be administered/recorded off MyHR Dashboard.
8. **Can I work the Bank Holiday and take the time off at another date?**
   You will need to speak to your line manager about working the Bank Holiday. If you agree to work the day, the booking must remain on MyHR, and you need to make arrangements with your manager to take the time off in lieu. This will need to be recorded locally (i.e., not through MyHR Dashboard).

9. **I don’t work Mondays and won’t have a chance to use the additional entitlement before the end of the leave year – can I carry forward this entitlement?**
   In principle yes, please speak to your line manager about this. The manager and employee guidance for carry over requests this year will be updated to state that up to six days (pro rata for part time) can be carried over.

10. **I have a term time only contract – will my pay be adjusted to reflect the Bank Holiday?**
    For term time only staff, we will follow the process previously used for the additional closure days in 2020 and 2021 – there will be a recalculation of holiday entitlements for these staff and, where necessary, additional payments will be made to compensate for the Bank Holiday.

11. **I’m a pre-sessional tutor and my contract ends on the 19th – will my leave be adjusted to account for the Bank Holiday?**
    The leave calculations for pre-sessional tutors have been rerun to take account of the new Bank Holiday. Due to the way the leave entitlements are rounded up to full days for these staff, the adjustment to account for the additional Bank Holiday will not have any material impact on the amount of paid holiday added to the end of their working period.

12. **Where can I get further information about how my holiday entitlement is calculated and administered?**
    Please see the HR website for information on holiday:
    
    - https://www.southampton.ac.uk/hr/services/leave-entitlement/index.page
    - https://www.southampton.ac.uk/hr/services/leave-entitlement/days-to-hours.page

    If you have further questions, please contact the Ask HR Team:
    
    - Raise a ticket through ServiceNow
    - Call Ask HR on ext 27547 (dial A-S-K-H-R) or 023 8059 7547 if calling from outside the University
    - Email AskHR@soton.ac.uk