



ANNUAL LEAVE POLICY

1.0 Introduction

- 1.1 All annual leave arrangements are controlled by line managers.
- 1.2 The holiday year for all staff is from 1st August to 31st July
- 1.3 The Finance & Resources Manager shall be responsible for the administration of annual leave and calculation of annual leave changes. However, approval of any annual leave and agreeing the calculation of annual leave change shall be the responsibility of the respective line manager.

2.0 Leave Entitlements

- 2.1 Details of yearly entitlements are:

Grade	Entitlement
Up to Grade 6	30
Grade 7 to Grade 10	33

- 2.2 Annual leave entitlement for full time members of staff will be calculated in days.
- 2.3 Annual leave entitlement for part time employees will be calculated in hours to reflect fair and accurate leave entitlement.
- 2.4 Staff will receive a pro rata amount of leave depending upon starting and/or leaving date. This shall be calculated by the Finance & Resources Manager.
Any unused holiday upon leaving will be paid and if annual leave is owed to the Union this will be deducted from your final salary
- 2.5 If a post is re-graded or an employee is promoted to a higher grade with more holidays, then the new holiday entitlement is effective from the date of change. The leave entitlement for the employee for the holiday year in which the change occurs will need to be recalculated.
- 2.6 There will be a pro rata component before the change and a pro rata component after the change.

2.7 Up to 5 days annual leave can be carried forward or anticipated from the next year's entitlement at the discretion of line managers. The carrying over of more annual leave days will only be agreed by the Chief Executive in exceptional circumstances and is usually when a member of staff has been absent due to sickness.

2.8 Term-time members of staff will not receive annual leave charts as they receive pro rata pay.

3.0 Bank Holidays

3.1 In addition to annual leave, staff receive statutory Bank Holidays, local discretionary holidays and days when the Union is closed in the interests of efficiency. In a week where there is one Bank Holiday or Union closure day full time staff work 4/5th of their normal working week. For example, if there is a bank holiday on a Monday, full time staff work only four days (Tuesday to Friday)

3.2 Full year part time staff receive pro rata Bank Holidays. The Finance & Resources Manager shall be responsible for ensuring that part time staff receive pro rata Bank Holiday entitlements. In order to receive the same entitlement as full time staff in a week with a Bank Holiday or Union closure day, part time staff will also work 4/5th of their normal working week. For example, if there is a Bank Holiday on a Monday but you only work Thursday and Friday, you will be entitled to 1/5th of two working days as extra leave.

4.0 Term Time Only Staff

4.1 Term time only staff receive extra pro rata pay for Bank Holiday, local discretionary holidays and days when the University is closed in the interests of efficiency and this is known as "holiday factor". This holiday factor is a calculation based on the number of hours and weeks worked.

4.2 As term time only staff are paid for bank holiday/closure days, then if these days fall on rostered working days, staff are required to work back the hours. Line managers will advise staff in cases like these.

5.0 Services by the Finance & Resources Manager

5.1 Calculation of annual leave entitlement for each new annual leave year will be carried out by the Finance & Resources Manager and distributed by email to line managers.

5.2 Information on new annual leave process and annual leave calculation is available from the Finance & Resources Manager.

6.0 Responsibility of Line Managers

6.1 ENTITLEMENTS - Managers are responsible for informing their members of staff about the individual annual leave entitlements as calculated by the Finance & Resources Manager.

- 6.2 REQUEST FOR LEAVE - Request for annual leave shall be approved by the employee's line manager.
- 6.3 CHANGES - Any change in annual leave entitlement is to be confirmed by the employee's line manager. Calculation of new entitlement shall be carried out by the Finance & Resources Manager.
- 6.4 CARRY FORWARD LEAVE - Carry forward of annual leave will be approved by the employee's line manager by the end of each annual leave year, latest by 31st July. Carry forward of 6 or more days should be discussed with the Chief Executive.
- 6.5 ACCESS - Line managers should provide all full time year round staff with an annual leave template, provided from the Finance & Resources Manager.

7.0 Responsibilities of Employees

- 7.1 ORIGINAL ANNUAL LEAVE CHART - Employees are responsible for maintaining retaining their original annual leave chart and ensuring it is returned to the central file, located in the Main Office.
- 7.2 ANNUAL LEAVE REQUESTS - All requests for annual leave are to be forwarded to the employee's line manager. Any request for carry forward of 6 or more days should be discussed with the Chief Executive.
- 7.3 CARRY FORWARD OF LEAVE - Employees are to request carry forward of their annual leave from their line manager by the end of the annual leave year i.e. 31st August.

8.0 Further Help and Advice

- 8.1 Employees are able to access help, advice and support through the (Employee Assistance Programme) provider, Lifeworks. Details are available from the Finance & Resources Manager.

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Amended 8.8.13

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