

ANNUAL LEAVE AND BANK HOLIDAY GUIDANCE

At Teesside University we offer generous annual leave entitlements which increase with service and in addition Christmas closure days and bank holiday leave.

Your Annual Leave Entitlement

These annual entitlements are in addition to statutory Bank and Public holidays. They are pro-rata for part time staff and for employees commencing employment mid-year.

Contract Type	Holiday Period	Grade	Years in Service	Entitlement (Days)
Administrative & Clerical, Technical, Manual	April	Any	< 3	25
			>= 3 and < 5	28
			>= 5	30
Apprentice	April	Any	Any	25
Graduate Tutor	Sept	Any	< 3	25
			>= 3 and < 5	28
			>= 5	30
Research	Sept	4 to 7	< 3	25
			>= 3 and < 5	28
			>= 5	30
		8a to 8b	Any	35
Security	Sept	Any	< 3	16.5
			>= 3 and < 5	18.5
			>= 5	20
Senior Management / Senior Professional and Technical	Sept	Any	Any	35
Senior Management Team (UET)	Sept	Any	Any	30
Teaching / Professional / Senior Academic	Sept	Any	Any	35

Days are based on a 'standard' day of 7.4 hours, except Security contracts for which a day is 12 hours

Your Holiday Year

- **Academic, Senior Professional & Technical, Management, Research, Security and Graduate Tutors** - 1 September to 31 August each year
- **Administrative, Manual, Technical Staff and Apprentice**, - 1 April to 31 March each year

All staff should plan their working year effectively to ensure that they have taken all their annual leave by the end of their holiday year.

Christmas Closure

The University will close over the Christmas period; the details of which will be advised annually. The closure period will be a combination of Closure Days, Weekend Days and Bank Holidays. There is no requirement to use annual leave or Research & Scholarly Activity time (RSA) over the Christmas Closure period.

Annual Leave Online System

The University operates an Annual Leave Online System for the purposes of requesting, approving and recording annual leave.

BANK HOLIDAYS

Bank Holiday Entitlement

There are currently eight permanent bank holidays in England and Wales which are recognised by the University.

The number of Bank Holidays a member of staff is entitled to will depend upon the contractual hours worked and their working pattern.

Bank Holiday entitlements are calculated from January to December each year, not holiday leave years.

When the usual date of a bank or public holiday falls on a Saturday or Sunday, a 'substitute day' is given, normally the following Monday or Tuesday. For example in 2016, Christmas Day was on Sunday, 25 December, so there was a substitute bank holiday on Tuesday, 27 December (Monday 26 December already having been a Bank Holiday in respect to Boxing Day).

There is no legal entitlement to lieu days for Bank Holidays, but the University has a local agreement which benefits Part-Time members of staff. Further details are available via the HR Intranet page.

Term Time Only Staff

Staff who work term time only have all statutory Bank Holidays built into their annual leave entitlement for which payment is received.

Further guidance on holiday entitlement is available by contacting Human Resources.