

Annual Leave and Bank Holidays

ANNUAL LEAVE

Annual Leave Entitlement

Annual leave is arranged within the School/Department/Section subject to the following entitlements and contracts: (pro-rata for part-time staff).

The annual leave year for all staff is 1st August to 31st July.

These entitlements are in addition to statutory Bank and Public holidays.

For the purposes of the Leave Request Online System ([LRS](#)) annual leave is recorded in the hours which are equivalent to entitlement in days; as follows:

Contract Type	Grade	Years in Service	Entitlement (Hours)	Entitlement (Days)
Administrative & Clerical, Technical, Manual	Any	< 3	185.0	25
		>= 3 and < 5	207.2	28
		>= 5	222.0	30
Apprentice	Any	Any	185.0	25
Graduate Tutor	Any	< 3	185.0	25
		>= 3 and < 5	207.2	28
		>= 5	222.0	30
Research	4 to 7	< 3	185.0	25
		>= 3 and < 5	207.2	28
		>= 5	222.0	30
	8a to 8b	Any	259.0	35
Security	Any	< 3	198.0	16.5
		>= 3 and < 5	222.0	18.5
		>= 5	240.0	20
Senior Management / Senior Professional and Technical	Any	Any	259.0	35
Senior Management Team (UET)	Any	Any	259.0	35
Teaching / Professional / Senior Academic	Any	Any	259.0	35

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

Leave Entitlement not taken by the end of the holiday year.

All staff should plan their working year effectively to ensure that they have taken all their annual leave by the end of the holiday year **31st July**.

For annual leave year 2025/26 up to five days leave are available to be carried over (pro rata for Part Time staff). Any holiday carried over from 2025/26 should normally be used by the end of August 2026.

Annual Leave entitlement in excess of 5 days (pro rata) can only be carried over from one year to the next under exceptional circumstance (e.g. long-term sickness absence/maternity leave).

Employees should note that any carry over requests of 5 days or less must be agreed with their line manager and should not be assumed as authorised until formally approved. Exceptional cases for more than 5 days carry over must be authorised by the Dean / Director, and authorisation must be sent to HR for information. Where carry over of leave is in excess of 5 days and has not been authorised, the carry over will reviewed by HR and reduced to 5 days maximum. In such circumstances the line manager must still authorise the carry over of 5 days.

Christmas Closure

The University will close over the Christmas period; the details of which will be advised annually. Click [here](#) for details of 2025/26 dates. The closure period will be a combination of closure days, weekend days and bank holidays. There is no requirement to undertake RSA over the Christmas closure period. There may occasions annual leave may be taken as part of the Christmas Closure period, details of which will be confirmed in advance.

Annual Leave Online System (LRS)

The University operates an Annual Leave Online System ([LRS](#)) for the purposes of requesting, approving and recording annual leave. The system operates on a decimal basis, recording hours and a decimal equivalent of minutes; it does not record actual minutes. This is to enable recording of 'standard' days which average out weekly hours as well as record actual days where an employee works part time. Therefore, the system records minutes as the following decimals:

Decimal	Minute equivalent	Actual Working Time equivalent
0.1	6 minutes	
0.2	12 minutes	
0.3	18 minutes	
0.4	24 minutes	
0.5	30 minutes	Half an Hour
0.6	36 minutes	
0.7	42 minutes	

0.8	48 minutes	
0.9	54 minutes	
1.0	60 minutes	One hour

A 'standard' full time week for the University is 37 hours.

A 'standard' day based on the full time week is 37 hours divided by 5 (days). This equates to 7 hours 24 minutes per day as an average across the week.

- The Annual Leave Online System records this as 7.4

A 'standard' half day based on a full time week is 37 hours divided by 10 (half days) which equates to 3 hours 42 minutes as an average across the week.

- The Annual Leave Online System records this as 3.7

Where staff work part time, the intention is for actual hours rather than 'standard' hours to be recorded but still using the decimal approach. For example, an individual employed on a 0.5FTE contract, working 18 hours 30 minutes a week (18.5), would record their leave based on their work pattern. It is normally expected that days/half days would accord to full hours and half hours as appropriate.

Example:

Work Pattern	Annual Leave Recording
Monday; 7 hours 30 minutes	7.5
Tuesday; 7 hours 30 minutes	7.5
Wednesday; 3 hours 30 minutes	3.5
Not at work	0
Not at work	0

BANK HOLIDAYS

Bank Holiday Entitlement - Applies to 2025 ONLY

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.

Bank Holidays

The expected dates of bank and public holidays are listed below.

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.

There are currently eight permanent bank holidays in England and Wales.

2026 Bank Holidays		
1 January	Thursday	New Year's Day
3 April	Friday	Good Friday
6 April	Monday	Easter Monday
4 May	Monday	Early May bank holiday
25 May	Monday	Spring bank holiday
31 August	Monday	Summer bank holiday
25 December	Friday	Christmas Day
28 December	Monday	Boxing Day (Substitute Day)

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

Bank Holiday entitlements are calculated from January to December each year, not holiday leave years. The Christmas closure period is made up of both University closure days and bank holidays. The entitlements below are in addition to the closure.

Examples of Entitlements for 2025 only

Total Bank Holiday entitlement for staff working:

37 hours	5 Bank Holidays
29.6 hours (4 days)	4 Bank Holidays
22.2 hours (3 days)	3 Bank Holidays
18.5 hours (2.5 days)	2.5 Bank Holidays
14.80 hours (2 days)	2 Bank Holidays
7.24 hours (1 day)	1 Bank Holidays

Whether you are entitled to any lieu days will depend upon your working pattern.

If your working pattern includes **every Monday but no Fridays**, the entitlement will be as follows:

29.6 hours	no lieu days. 4 Bank Holidays automatically taken
22.2 hours*	no lieu days. 4 Bank Holidays automatically taken
18.5 hours*	no lieu days. 4 Bank Holidays automatically taken
14.8 hours*	no lieu days. 4 Bank Holidays automatically taken
7.24 hours*	no lieu days. 4 Bank Holidays automatically taken

(* Bank Holidays automatically taken are in excess of pro-rata entitlement, but there is no requirement to repay these days).

If your working pattern includes **every Friday but no Mondays**, the entitlement will be as follows:

29.6 hours	3 lieu days (1 day automatically taken for Good Friday)
22.2 hours	2 lieu days (1 day automatically taken for Good Friday)
18.5 hours	1.5 lieu days (1 day automatically taken for Good Friday)
14.8 hours	1 lieu day (1 day automatically taken for Good Friday)
7.4 hours	0 lieu day (1 day automatically taken for Good Friday)

If your working pattern **does not include Monday or Friday** (working Tuesday, Wednesday or Thursdays only), the entitlement will be as follows:

22.2 hours	3 lieu days
18.5 hours	2.5 lieu days
14.8 hours	2 lieu days
7.4 hours	1 lieu days

All lieu days must be agreed with Line Managers, taken at a mutually agreed time and recorded locally.

For part time, part year leavers bank holiday lieu time will be adjusted. The lieu time available will be based on the contractual full time equivalent (FTE) for each bank holiday which falls within the notice period. Bank holiday days automatically taken will be taken as they fall within the notice period.

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 Information

Further guidance on annual leave is available via the [FAQs](#) page on the Leave Request System.

<u>Title:</u>	Annual Leave and Bank Holidays
<u>Applicable to:</u>	All employees
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<u>Owner:</u>	Human Resources