

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)

- **Academic, SPT, 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

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

For the purposes of the Annual Leave Online System annual leave is recorded in the hours which are equivalent to entitlement in days; as follows:

Contract Type	Holiday Period	Grade	Years in Service	Entitlement (Hours)	Entitlement (Days)
Administrative & Clerical, Technical, Manual	April	Any	< 3	185.0	25
			>= 3 and < 5	207.2	28
			>= 5	222.0	30
Apprentice	April	Any	Any	185.0	25
Graduate Tutor	Sept	Any	< 3	185.0	25
			>= 3 and < 5	207.2	28
			>= 5	222.0	30
Research	Sept	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	Sept	Any	< 3	198.0	16.5
			>= 3 and < 5	222.0	18.5
			>= 5	240.0	20
Senior Management / Senior Professional and Technical	Sept	Any	Any	259.0	35
Senior Management Team (UET)	Sept	Any	Any	222.0	30
Teaching / Professional / Senior Academic	Sept	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 their holiday year (March 31st or August 31st).

Leave can only be carried over from one year to the next under exceptional circumstance (e.g. long-term sickness absence) and then normally not more than five days. Any holiday carried over should normally be used by the end of May (for April holiday years) or October (for September holiday years).

Employees should note that any carry over requests must be agreed with their line manager and should not be assumed as authorised until formally approved.

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 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. 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.

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

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

England and Wales
New Year's Day
Good Friday
Easter Monday

Early May Bank Holiday
Spring Bank Holiday
Summer Bank Holiday
Christmas Day
Boxing Day

The number of Bank Holidays a member of staff is entitled to 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. This is due to the fact that we have a number of different leave years and for example, for staff on April to March leave years, Easter can fall twice in that one leave year.

Examples of Entitlements

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 Holiday.

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 Good Friday)

14.8 hours 1 lieu day (1 day automatically taken for Good Friday)
7.4 hours 0 lieu days (entitlement already taken on 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 day.

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

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.

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