**ANNUAL LEAVE FACTSHEET**

**HOLIDAY ENTITLEMENT**

The annual leave year runs for 12 months starting on 1 January each year.  Holiday entitlement is normally 23 days per annum and applies to all staff.  You will also benefit from University closure days and public holidays.  These holidays are based on standard days (7.4 hours) and where staff have other working arrangements, e.g. shifts which require working longer periods, the equivalent amount of leave will be available

The entitlement to paid annual leave begins on the first day of employment.

There may be variations to the above arrangements in particular departments depending on operational requirements e.g. Library, PEC.

If an employee starts work part-way through the annual leave year, the employee’s annual leave entitlement (23 days) will be proportionate to the amount of time left of that holiday year and this will be rounded to the nearest half day (see example no. 2).

**PUBLIC HOLIDAYS AND CLOSURE DAYS ENTITLEMENTS FOR PART-TIME STAFF**

Under the Part-Time Workers Regulations 2000, the University has an obligation to ensure that it is not treating part-time staff less favourably than comparable full-time staff. Entitlement to leave is covered by these Regulations and part-time staff should therefore receive pro-rata public holiday/closure day leave entitlement calculated on the basis of the proportion of a full-time contract worked, rather than on the days normally worked. Examples of how to calculate annual leave:

***Example 1:***

**Staff who work the same number of hours each day can have their leave calculated in days.**

Contracted days x annual leave allowance (23) =

 5

***PLUS***

Contracted days x Bank holidays (9) + Closure days (10) in the year =

5

**Worked Example:**

Mr Bloggs, works 3 days a week, (Mon 7.4 hours, Tues 7.4 hours and Wed 7.4 hours)

3 x 23 = 13.8 days annual leave

 5

***PLUS***

3 x 19 = 11.4 BHs/Closure days

 5

Total leave = 25.5 days

*When reviewing the bank holidays and closure days, they will fall on different days each year, so this will need to be reviewed annually for the respective employee. The 9 Bank Holidays are Easter (St Patrick’s Day, Good Friday and Easter Monday, May, July, Christmas Day and Boxing Day & New Year’s Day). The 10 Closure days are as follows: 5 days at Easter and 5 days at Christmas.*

***Example 2:***

**When calculating the bank holiday and closure day entitlement for a member of staff working the same number of hours each day for 4 days per week all year:**

**Worked example:**

4 x 19 = 15.2 BHs/Closure days

 5

Total entitlement = 15.5 days

***Example 3:***

**Staff starting or leaving during the year.**

**Worked Example:**

Miss White started on 15 March, so she is entitled to pro rata annual leave of weeks completed.

annual leave allowance x 40 (weeks worked in year) = 18 days

 52

**PLUS,** the remaining Bank Holidays and Closure days which fall into the remainder of the calendar year

***Example 4:***

**For staff who work a varying number of hours each day their entitlement should be calculated in hours**

**Worked Example:**

Dr Black works 4 days per week, of 5 hours, 7 hours and 7 hours, totalling 19 hours, for 31 weeks per year:

Total annual leave hours x hours worked / total weeks in year

 Full time hours total weeks worked

170.2 x 19 / 52

 37 31

= 52.10 hours per year

***PLUS***

Contracted hours x Bank holidays (66.6) + Closure days (74) in the year =

Full time hours

19 x 140.6

37

= 72.2 hours per year

Total entitlement = 124.5 hours per year

**NOTE:**

* Full Time employees get 42 days leave per year in total i.e. 23 annual leave days, 9 statutory days and 10 university closure days
* A full working day is equivalent to 7.4 hours; a half working day is equivalent to 3.7 hours and any changes to working hours should be calculated on this basis

|  |  |  |
| --- | --- | --- |
|  FTE | Weekly Hours | Pro-rated all-inclusive leave in days |
| 0.1 | 3.7 | 4.2 |
| 0.2 | 7.4 | 8.4 |
| 0.3 | 11.1 | 12.6 |
| 0.4 | 14.8 | 16.8 |
| 0.5 | 18.5 | 21 |
| 0.6 | 22.2 | 25.2 |
| 0.7 | 25.9 | 29.4 |
| 0.8 | 29.6 | 33.6 |
| 0.9 | 33.3 | 37.8 |
| 1.00 | 37 | 42 |

**NOTICE OF ANNUAL LEAVE**Each Head of School Department or Unit will establish procedures for recording annual leave and agreeing the period of notice required by a line manager to authorise annual leave.  However, the needs of the service will be paramount and the agreement of any annual leave is at all times at the discretion of the line manager.

**LEAVING THE UNIVERSITY DURING THE ANNUAL LEAVE YEAR**In the case of retirements, resignations, forthcoming expiry of fixed term contract or other relevant termination, the remaining proportion of annual leave entitlement (23 days pro rata) should be taken during the notice period. If a line manager asks an employee to work his/her notice, and the employee agrees, then payment-in-lieu can be made, but only on termination of the contract. Annual leave cannot be paid-in-lieu during employment.A deduction in the final salary payment will be made for any leave taken in excess of the entitlement - it is the responsibility of a line manager to inform the HR Department, in writing, in this latter instance

**CARRY-OVER OF ANNUAL LEAVE**

Ideally all annual leave should be taken during each leave year. However, in exceptional circumstances, up to 5 days annual leave may be carried over to the following leave year, with line management approval, provided there is mutual agreement that such leave will be taken in the following leave year, normally before the end of March.

**ANNUAL LEAVE DURING MATERNITY LEAVE**Women are entitled to accrue contractual and statutory holiday whilst on maternity leave. They can carry over the leave from the previous year (if not taken prior to maternity leave) including statutory days and closure days.

**NOTE:** Leave benefits will not be accrued during periods of approved unpaid leave, career breaks, sabbatical leave.