

QUEEN'S UNIVERSITY BELFAST

Procedure for the Accrual and Carry Over of Holidays and other Leave

1. Entitlement

- 1.1 The annual leave year runs for 12 months from 1 January. A member of staff who commences appointment after the start of the leave year, or who leaves before the end of a leave year, is entitled to receive the equivalent proportion of the full paid leave entitlement. Annual leave years, proportional entitlements and specific conditions for annual leave are detailed in the employee's conditions of service on appointment.
- 1.2 In the case of retirements, resignations, forthcoming expiry of fixed term contract or other relevant termination, the remaining proportion of annual leave entitlement 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.
- 1.3 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 HR Hub in writing, in this latter instance.

2. Accrual of Annual Leave

- 2.1 Part-time staff will be on paid leave during those fixed leave periods (bank or public holiday and Easter/ Christmas breaks) that fall on days that they normally work. For example, if a member of staff does not normally work on a Monday, then any bank or public holidays falling on a Monday are not given as time-off-in-lieu; if a member of staff works term-time only, then the 5 additional days at Easter and Christmas breaks are not given as time-off-in-lieu. The majority of bank and public holidays do not fall on the same day each year and therefore, over a repeat cycle, part-time members of staff are not normally disadvantaged by this practice. However, if a situation arises, due to the pattern of working arrangements, that a part-time member of staff receives less bank and public holidays in a year than they would receive if calculated on a pro-rata basis then they will be entitled to take the difference in the amount in lieu. If a part-time employee's working pattern is extremely unusual or variable, then such exceptional cases should be referred to HR Hub.
- 2.2 Paid holiday leave will be accrued during periods of paid or unpaid maternity leave or paid or unpaid sickness absence (excluding paragraph 2.3, below). Accrued leave can be taken on return to work, at a time that is at the discretion of the line manager. In instances where a member of staff has been on continuous maternity leave or in instances of long-term sick leave where leave cannot be taken in the current leave year then this may be carried forward to the next leave year. This will be the equivalent of full leave entitlement i.e. annual leave entitlement (25 days) bank and public holidays (9 days) and closure days (9 days).
- 2.3 Leave benefits will not be accrued during periods of approved unpaid leave, career breaks, sabbatical leave.

- 2.4 Academic staff do not have specified paid leave entitlements. However, for the purposes of calculating accrual of benefits during maternity leave, academic staff will receive an allocation of annual leave which is equivalent to the conditions of service for academic-related staff i.e. 25 days leave per leave year. This paragraph should not be construed as determining annual leave entitlements for academic staff other than for the purposes of maternity leave and on retirement or resignation.

3. Carry-Over of Leave

- 3.1 Ideally all annual leave should be taken during each leave year.
- 3.2 However, up to 5 days annual leave may be carried over to the following leave year, with line management approval.

4. 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 leave¹. 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.

5. Annual Leave and Sickness

- 5.1 In normal circumstances an employee cannot commence a period of annual leave immediately following, a period of sickness absence. Any variation from this must be referred to and agreed by the line manager and this must be supported by a letter or medical certificate from a GP certifying that the employee is fit to return to work prior to the commencement of annual leave.
- 5.2 If an employee is sick during a period of annual leave, they will be regarded as being on sick leave from the date specified on a medical certificate, signed by a GP. The employee may take the balance of their leave at a later date, on return to work (except in the case noted below at 5.3).

If an employee is on long-term sick leave any unused annual leave entitlement plus public holidays and the equivalent of any closure days may be carried into the following leave year with the expectation that such leave will be taken in that year.

- 5.3 Fixed periods of leave occur at Easter, Christmas and on bank or public holidays. However, if a Department or School requires/agrees that such days be taken at other times, then they should be identified as being in-lieu of fixed leave.

6. Misconduct

Any alleged misconduct associated with the application of this policy will be investigated using the provisions of the University's agreed disciplinary procedures.

¹ A new online procedure for requesting and recording annual leave is being rolled out across the University; until it is fully implemented in each area, the existing local procedures should continue to be followed.

7. Advice/Monitoring

- 7.1 The implementation of this policy will be the responsibility of the appropriate line manager.
- 7.2 It is the line manager's responsibility to monitor and implement appropriate recording procedures for the use of annual leave.²
- 7.3 It is the line manager's responsibility to ensure that the needs of the service are covered during periods of annual leave e.g., by agreeing with staff the maximum number who can be on leave at a certain time or by agreeing with staff that leave will not be granted at specific peak workload times.
- 7.4 HR Hub will provide advice to either staff or line managers, on the application of this procedure.
- 7.5 Diversity and Inclusion will investigate complaints made on the grounds of any statutory determinants e.g. religion, community background, race, disability etc in respect of the application of this procedure.

² A new online procedure for requesting and recording annual leave is being rolled out across the University; until it is fully implemented in each area, the existing local procedures should continue to be followed.