

**Produced by Human Resources**

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**ANNUAL LEAVE**

Annual leave for all staff accrues from the first day of employment. Staff have a contractual right to take their leave. Such leave shall be planned in advance, to be taken during the leave year in which it is accrued at a time that is convenient for both the University and the individual. The annual leave year runs from 1 September – 31 August. Planning, monitoring and authorisation of leave is the responsibility of the line manager.

1. **ENTITLEMENT TO ANNUAL LEAVE for Full-time Core Employees (part-time, term-time, and hourly paid staff see below)**

 **Entitlement for Full-time Staff**

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| --- | --- |
| Grade 5 and below | 25 days per annum |
| Grade 6 and above | 30 days per annum |
| Academic and research staff  | 35 days per annum |
| Senior Managers | 35 days per annum |

**ENTITLEMENT TO ANNUAL LEAVE for part-time, term-time, and hourly paid staff**

**Contract Entitlement**

|  |  |
| --- | --- |
| Part-time core employees | Comparable proportion of leave days, e.g. if 3 days per week worked, entitled to 3/5 of full entitlement according to grade |
| Term-time only core employees | No entitlement to take annual leave outside the designated holiday periods and an enhancement has been included in the salary to take account of and compensate for annual leave, bank holidays and university days.  |
| Hourly Paid Academic Staff | Pro-rated annual leave, which includes entitlement to bank holiday and university days. Entitlement calculated monthly by taking number of hours worked for month and multiplying by 0.214.  |
| Nil hours or casual Support Staff  | Pro-rated 28 days annual leave which includes any entitlement to Bank Holiday and University days. Entitlement calculated monthly by taking number of hours worked for month and multiplying by 0.125.  |

1. **BANK HOLIDAYS AND UNIVERSITY DAYS**

In addition to annual leave, full-time core staff are entitled to the following closure days:

Christmas Day

Boxing Day

New Year’s Day

At least 4 additional days over the Christmas period. (Exact number of days to be set annually by Executive).

Good Friday

Easter Monday

The Tuesday following Easter Monday

May Spring Bank Holiday Monday

May Whitsun Bank Holiday Monday

August Bank Holiday Monday

The Tuesday following the August Bank Holiday Monday is a “floating” day as the university remains open on this Tuesday. The floating day (which is an entitlement only of staff in employment at the time of the August Holiday) can be taken at any time during the annual leave year as agreed by employee and line manager.

1. **ENTITLEMENT TO BANK HOLIDAYS/UNIVERSITY DAYS FOR PART-TIME CORE STAFF AND THOSE WHO WORK COMPRESSED HOURS**

In a week that includes a Bank Holiday, an employee who works a five day week does not attend

for one fifth of their normal working week. In the same way, a part-time / compressed hours employee is allowed time off equivalent to one-fifth of their working week. Therefore if an employee is contracted to work (say) 20 hours per week, one fifth of their working week is 4 hours and they are allowed to take 4 hours off and are required to work 16 hours in that week. The 4 hours can be taken off on the Bank Holiday if they usually work that day, or if they do not usually work that day it can be taken off on another day that week.

Likewise at Easter, where staff are away for two-fifths of their working week (Easter Monday and the

University day on Tuesday) those working less than five days per week are allowed to be absent for two-fifths of their working week. In the 20 hours per week example above, this would be an absence entitlement of 8 hours. They would work the remaining 12 hours of attendance for that week between Wednesday and Friday. In some cases, their actual absence may be greater than their entitlement to be absent and they may owe time back to the University.

Please consult HR about the calculation of entitlement for compressed hours staff.

1. **BOOKING ANNUAL LEAVE**

Annual leave for all staff (including part-time, hourly paid etc) is managed on-line on the PAFIS system. The PAFIS system records leave entitlement, leave taken to date, and remaining leave balance. Staff are responsible for requesting annual leave on PAFIS and line managers are responsible for authorising, managing and monitoring the annual leave of staff.

Holidays shall be booked as far in advance as practical and any restrictions communicated promptly.

To request annual leave employees should refer to the document [How to Create a Timecard](http://www.intra.mdx.ac.uk/staffdevportal/staffdev/v_docs/oracle_docs/Hourly%20Paid%20Timeshee.pdf).

To approve annual leave Line Managers should refer to the document [Manager Timecard approval](http://www.intra.mdx.ac.uk/staffdevportal/staffdev/v_docs/oracle_docs/Manager%20Timecard%20App2.pdf).

Hourly paid staff may claim holiday pay monthly or accrue it. Bank Holidays and University days have already been included in their annual leave entitlement. Therefore if they wish to be paid on a Bank Holiday or University Day they must book it as annual leave.

1. **CARRYING LEAVE FORWARD**

- up to 5 days leave may be carried forward from one leave year to the next without specific approval;

- written approval must be given in advance by the line manager to carry forward up to a

maximum of 10 days to the following leave year;

- it is not normal practice for more than 10 days annual leave to be carried forward and any outstanding leave in excess of 10 days will normally be forfeited. In exceptional circumstances a case may be made for more than 10 days to be carried forward. This requires the approval of the Director of Service/Dean and Human Resource Services;

- up to 5 days and in exceptional circumstances up to 10 days leave may be borrowed in advance from the forthcoming year with the written consent of the line manager.

1. **RELIGIOUS HOLIDAYS**

Requests from staff to take annual leave for the observance of religious holidays will be agreed. Managers are asked not to arrange key meetings or events during such times.

## SICKNESS WHILST ON ANNUAL LEAVE

Staff who fall sick whilst on annual leave or just before they are due to take annual leave may take such time as sick leave and will be entitled to take the annual leave days lost due to sick leave at a later date, provided a Fit Note is produced. If the sickness lasts less than 8 days, the employee will need to obtain a private medical certificate at their own cost. In cases where the sick leave falls at the end of the annual leave year, carry forward rules apply.

1. **MATERNITY AND SICK LEAVE**

Staff on maternity and sick leave are entitled to their full annual leave entitlement in addition to any maternity or sick leave.

Staff who return from maternity and sick leave are entitled to, in any one year, their full annual leave entitlement for that year in addition to maternity and sick leave. This is subject to:-

- carry forward provisions

- manager agreement

1. **MOVING HOUSE**

At the discretion of the line manager, support staff can be awarded an additional 1 day’s leave over and above their existing annual leave entitlement in order to move house.

1. **CALCULATING ANNUAL LEAVE ON TERMINATION OF EMPLOYMENT.**

The line manager may specify whether leavers shall work their full notice period, being paid any leave owing to them upon leaving, or whether they may take some of their notice as leave.

If staff have taken more annual leave than their entitlement, prior to leaving the University, they will be required to repay any overpayment to the University. This will normally be arranged through a deduction from their final salary.

Normal conditions apply regarding carry over of leave from one year to the next when calculating entitlement to annual leave at termination of employment.