

Produced by Human Resources

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ANNUAL LEAVE POLICY

Annual leave accrues from the first day of employment. Staff have a contractual right to take their leave during the leave year in which it is accrued, and 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

Professional Service staff Grades 1 to 9	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.
Annualised Hours Contract	Pro rated annual leave which includes entitlement and payment of bank holiday and university days.

2. BANK HOLIDAYS AND UNIVERSITY DAYS

In addition to annual leave, full-time core staff are entitled to the following closure days if they are employed immediately before and after the closure day:

Christmas Day
Boxing Day
New Year's Day
7 University days over the Christmas period. (Exact dates to be set annually by Executive).
Good Friday
Easter Monday
Early May Bank Holiday Monday
May Spring Bank Holiday Monday
August Bank Holiday Monday

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

In a week that includes the Easter, May or August Bank Holidays, 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. For example, if an employee works 20 hours per week, they are allowed to take 4 hours off for the Bank Holiday (one fifth of their working week is 4 hours).

In some cases, their actual absence may be greater than their entitlement to be absent and they may owe time back to the University. For example if an employee only works 14 hours a week on Mondays and Tuesdays they will be entitled to one fifth of the 14 hours they work for a Bank Holiday Monday. If they take the whole of the Bank Holiday Monday off they will need to take 4 of those hours off as annual leave or make up the time.

Over the two week Christmas break full time staff are entitled to 3 bank holidays and 7 University days. Part-time core staff, and those who work compressed hours will be entitled to the appropriate pro-rata amount of this which will also work out as two weeks off.

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

4. BOOKING ANNUAL LEAVE

4.1 Staff responsibilities

- To take regular breaks from work to support their health and wellbeing and use up their full annual leave entitlement within the leave year where possible,
- To ensure that they plan their annual leave in advance where possible,
- To ensure annual leave is requested at a time where this is not likely to negatively impact in the smooth operations of their area of work,
- To request and duly record all annual leave taken (see below).

4.2 Line managers' responsibilities

- To support staff in planning and taking their full entitlement of annual leave spread across the year where feasible,
- To ensure that annual leave is being requested and recorded accurately and also
- Before agreeing annual leave, to ensure that adequate cover is maintained in their areas at all times.

Annual leave for Core Staff, is managed on-line on the PAFIS system. The PAFIS system records leave entitlement, leave taken to date, and remaining leave balance. For Hourly Paid staff (except for hourly paid academics), annual leave is taken/booked via the timecard.

Core Staff are responsible for requesting annual leave on PAFIS and line managers are responsible for authorising it. 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 request annual leave or an absence***. To approve annual leave Line Managers should refer to the document ***Approving Absences***.

Hourly paid academic staff are paid holiday / bank holiday / university days payment monthly.

Other hourly paid staff may claim holiday pay monthly on PAFIS via their Timecard or accrue it. Bank Holidays and University days have already been included in their annual leave entitlement. Hourly paid staff wishing to be paid on a Bank Holiday or University Day must book annual leave on the Timecard

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5. CARRYING LEAVE FORWARD

As highlighted above staff are expected to use up all their annual leave within the respective annual leave year.

Up to 5 days (pro rata) leave may be carried forward from one leave year to the next. The total number of days leave carried over must normally be taken by the end of October in the following leave year.

Outstanding leave in excess of 5 days (pro rata) will be forfeited. In exceptional circumstances a case may be made for more than 5 days (pro rata) to be carried forward. This requires the approval of the Director/Dean and Director of Human Resource Services.

Up to 5 days (pro rata) leave may be borrowed in advance from the forthcoming year with the written consent of the line manager.

6. 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.

7. 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 in line with the [Managing Sickness Absence and Ill Health Policy & Procedure](#)

8. MATERNITY OR OTHER STATUTORY LEAVE AND SICK LEAVE

Staff on maternity or other statutory leave or sick leave are entitled to their annual leave entitlement in addition to any [maternity leave, other statutory leave](#) or sick leave in line with the relevant procedure.

Staff who return from maternity leave, other statutory leave or sick leave are entitled to, in any one year, their annual leave entitlement for that year in addition to maternity leave, other statutory leave or sick leave in line with the relevant procedure.

9. 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.

10. 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.

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