



Annual Leave

Annual leave is booked via the [MyHR portal](#).

The holiday year for all staff is from 1 August to 31 July. Details of yearly entitlements are:

Professional Services (up to and including Grade 6)	Professional Services (Grade 7 and above)	Academic staff
30 days leave, plus statutory bank holidays and 3 discretionary closure days (between Christmas and New Year)	33 days leave, plus statutory bank holidays and 3 discretionary closure days (between Christmas and New Year)	35 days leave, plus statutory bank holidays and 3 discretionary closure days (between Christmas and New Year)

This is adjusted proportionally for staff who are contracted to work less than 37 hours per week or less than 52 weeks per year.

- Annual leave entitlement for full time members of staff will be calculated in days.
- Annual leave entitlement for part time staff will be calculated in hours to reflect fair and accurate leave entitlement.
- Staff will receive a pro rata amount of leave depending upon starting and/or leaving date. The Annual leave calculator will be used. Any unused holiday upon leaving will be paid and if annual leave is owed to the University this will be deducted from your final salary.
- **For Professional Services staff only** - If a post is re-graded or a staff member is promoted to a higher grade with more holidays, then the new holiday entitlement is effective from the date of change. The leave entitlement for staff for the holiday year in which the change occurs will need to be recalculated. There will be a pro rata component before the change and a pro rata component after the change

- Up to 5 days annual leave can be carried forward or anticipated from the next year's entitlement for full time staff, or equivalent to 1 week of their normal weekly hours for part timers. The carrying over of more annual leave days will only be agreed by an HR Business Partner in exceptional circumstances.
- All staff are expected to manage their annual leave through MyHR. Staff must seek approval for all dates before booking and paying for holidays. Please note no other method of booking leave will be accepted.
- Annual leave will be approved line managers, via MyTeam.

Bank holidays

In addition to annual leave, staff receive statutory bank holidays and discretionary days when the University is closed. Regardless of working pattern, staff contracted to the same number of hours will be entitled to the same amount of leave that is, 1/5th of their working week for each day of closure. However, depending on working pattern and when bank holidays and closure days fall, staff may have more or less control over when they take those days than someone who works the same number of hours Monday to Friday.

- Staff with a normal working pattern of 5 days Monday to Friday; will in a week where there is a statutory bank holiday or discretionary day be expected to take the day off when it occurs.
- Staff who are contracted to work on a shift pattern such as 5 days out of 7, may not be able to take the day off on the day that it occurs, if for example they are required to work or are not rostered to work on that day. In this case an alternative day off can be taken, the day to be agreed with the line manager.
- Part time staff receive pro-rata entitlements to that of full time staff

Part time staff working the same number of hours per day, over 5 days Monday to Friday, will in a week where there is a statutory bank holiday or discretionary day, be expected to take the day off when it occurs.

Staff working part time or a compressed week, that is less than 5 days per week may work in excess of or less than 1/5th of their working week on the day that the statutory bank holiday or discretionary day occurs. If the hours taken are in excess of 1/5th of their working week the excess will automatically be taken from your annual leave entitlement, or these hours can be worked back by arrangement with your line manager. In this case please inform HR so an adjustment can be made to your annual leave

record.

- For example, 37 hours worked Monday to Thursday is 9.25 hours per day (a normal working day is 7.4 hours). If the statutory day, local discretionary day or closure day falls on the Monday 1.85 hours in excess of entitlement will have been taken. However, if the statutory day or closure day falls on a Friday, no hours will have been taken, and 7.4 hours are owed.

However, if you have received less than you are entitled to these hours can be taken on an alternative day as agreed with the line manager. This day should be booked in the normal way for annual leave through MyHR

From time-to-time additional closure days may occur for example the Government may award an additional public holiday. There is no legal requirement for the University to allow time off on such a day. Should it be decided that the day will be given, all staff will be allowed the same pro-rata entitlement.

Term time only staff

Term time only staff receive extra pro rata pay for statutory bank holidays and discretionary closure days this is known as "holiday factor".

As term time only staff are paid for bank holiday/closure days, if these days fall on rostered working days, staff are required to work back the hours. Line managers will advise staff when this occurs.

FAQs

- What will happen if I can't take all my leave before 31st July?
You can carry forward up to 5 days (or the equivalent of 1 working weeks for part time staff) of unused leave into the next annual leave year. The carrying over of more annual leave days will be agreed by your HR Business Partner and will only be agreed in exceptional circumstances.
- I am a part time member of staff, can I book leave for less than half a day?
The holiday schemes allow all staff to book either a full or half days leave, but this is calculated on the working pattern that a member of staff has recorded for that day. For example, if you are part time and usually work 4 hours on a specific day and request a half day of annual leave on that day, only 2 hours will be requested as annual leave.

- How are bank holiday and closure days recorded for part time staff?

Annual leave entitlements for part time staff are calculated in hours, and the annual leave balance will include entitlement to bank holidays and closure days. These will be shown as 'Scheduled Hours' on the 'Holiday Balances' page on MyHR as the system will calculate from individual working patterns how many bank holiday and closure days part time staff benefit from.

- How are bank holiday and closure days recorded for full time staff?

Annual leave entitlements for full time staff are calculated in days, and the annual leave balance will include entitlement to bank holidays and closure days. These days will be shown as 'Scheduled' on the 'Holiday Balances' page on MyHR

