

# **Annual Leave Guidance for Managers & Staff**

The University recognises that all staff should have the ability to take regular and suitable annual leave and encourages staff to do so. However, there may be occasions when operational needs make it difficult for managers to approve leave requests.

Managers and staff have joint responsibility for annual leave. This guidance outlines good practice and arrangements for requesting, recording/monitoring and carry-over of annual leave from one leave year to the next.

The University's *Annual Leave Regulations* can be found [here](#).

Information about other types of leave can be found [here](#).

This document removes the previous stipulation of a maximum of 5 days carry over, introduced by the *Collective Agreement on Terms and Conditions of Employment*. The University accepts that consultation regarding this was limited due to concentration on other matters incorporated in the Collective Agreement. This guidance defines expected norms regarding carry over of leave.

Any queries on this guidance should be directed to Human Resources.

## **Requesting, recording & monitoring**

### **Requesting & recording**

Holidays should be agreed with the relevant line manager and in accordance with the local School/Section procedures. Staff should ensure they receive agreement in advance of making any holiday/travel bookings. However, the expectation is that requests should be accommodated and only declined in exceptional circumstances (eg due to operational needs and to ensure adequate cover). It is the responsibility of the line manager to ensure that staff who have had leave declined for any reason are given appropriate opportunity to take leave at the earliest mutually convenient time.

It is recommended that all Schools/Sections have a formal mechanism for requesting and recording annual leave. A sample form can be found in Appendix 1. An online system for recording annual leave will be available in future as part of development of the HR system.

Certain periods of the year (such as school holidays) are popular for taking annual leave. If too many staff request the same period of leave, managers should consider requests on a 'first come, first served' basis, but also consult and take steps to satisfy the needs of all staff as far as possible. In such circumstances a rota system may help manage expectations.

### **Monitoring**

Line managers should encourage staff to plan and take annual leave to help maintain staff welfare and to avoid an excessive amount of leave at the end of the leave year. Reminders should be given at general team meetings, individual catch ups and through periodic communication to staff.

At the halfway point of the leave year (March), individual catch ups should take place with staff to review remaining leave and encourage planning and booking where possible.

### **Carry over of annual leave**

Under normal circumstances it is expected that no more than 7 days annual leave (pro-rata for staff who work part-time) is carried over from one leave year to the next (statutory

maternity, paternity, adoption leave and sickness absence exceptions are noted below). Any holiday carried over must be used by 31 March in the year immediately following its accrual.

Discretion is encouraged regarding the expectation of no more than 7 days (pro-rata for staff who work part-time) carry over.

Examples of where discretion will apply include but are not limited to:

- where operational demands prevent staff from being able to take annual leave;
- where resource circumstances prevent staff from taking leave (for example covering the absence of a colleague);
- where agreed in advance, staff wish to carry over additional days on a one-off, or "holiday of a lifetime" basis.

In such circumstances line managers will approve carry over of more than 7 days annual leave or, in agreement with the member of staff, a combination of carry-over of annual leave and payment for annual leave that remains untaken. However, this will take account of legislation which stipulates that the statutory minimum holiday entitlement (4 weeks) cannot be carried over from one leave year to the next. Managers should seek advice from HR regarding carry over of leave above 7 days.

### **Maternity, paternity and adoption leave**

Staff on maternity/paternity/adoption leave accrue annual leave (contractual entitlement) throughout the full period of their absence. Line managers should advise staff of the amount of leave that will accrue prior to their departure and where possible, discuss annual leave options. Some or all of the annual leave that will accrue while on maternity/paternity/adoption leave may be taken immediately before or after maternity/paternity/adoption leave.

Employers have the option to pay in lieu any contractual annual leave entitlement above the statutory minimum (4 weeks).

Managers should seek advice from HR on such accrued leave and annual leave options.

### **Sickness and annual leave**

Staff accrue statutory annual leave during a period of sick leave. Staff can choose to take annual leave during a period of sick leave, but are not required to do so, and may take the annual leave at a later date.

Where a member of staff has been absent through illness for a period exceeding a total of three months in any twelve month period, entitlement to the statutory minimum annual leave is not affected. However, any additional annual leave entitlement over and above the statutory minimum will not accrue during any period of absence in excess of three months in any twelve month period.

In the event of sickness during annual leave, staff shall be regarded as being on sick leave from the date of the Medical Certificate and shall retain the entitlement to leave with pay which they would have received had they not been absent through illness. The University requires staff to provide satisfactory medical evidence from a recognised medical practitioner showing that they were unable to work due to illness or injury. Such medical evidence should cover the duration of the illness whilst on holiday

Staff who are absent due to sickness have a legal entitlement to take their annual leave at a time other than during a period that coincides with a period of sick leave, even if this means taking it outside the year in which the leave accrued. In such circumstances staff will be able to carry over up to the statutory minimum annual leave entitlement (4 weeks) to the next leave year. Leave carried over in such circumstances must be taken within 18 months after the end of the leave year in which it accrued.