

UNIVERSITY OF ABERDEEN
ANNUAL LEAVE REGULATIONS
FOR ACADEMIC AND ACADEMIC RELATED STAFF

1 GENERAL

The University's leave runs from 1 October to the following 30 September. Any holidays which have not been taken by 31 March in the calendar year following the leave year shall lapse.

Members of the Academic and Academic Related Staff are, in any one leave year, entitled to 41 days (Monday – Friday) as holidays with pay.

The 41 days' entitlement shall normally include:

- 30 days for annual leave
- 8 days when the University is closed for public/statutory/local holidays
 - *Christmas Day
 - *Boxing Day
 - *New Year's Day
 - *2 January
 - Aberdeen Spring Holiday
 - May Day
 - Aberdeen Summer and Autumn Holidays
- 3 University closed days to be taken at times determined by the University (presently during the Christmas and New Year vacation) after consultation with the relevant Trades Unions.

(*or days in lieu if these fall on a Saturday or Sunday.)

2 WORKING DURING PUBLIC HOLIDAYS/UNIVERSITY CLOSED DAYS

Any of these 11 days when the University is normally closed upon which it is agreed that you should work, whether or not designated closed days by the University, may be taken as days in lieu.

If there is agreement (which shall not be unreasonably withheld) that you work a Public Holiday or designated closed day then a day off in lieu may be taken. Such an arrangement must be on the understanding that there can be no expectation of services, such as heating, where they are not generally provided when the University is closed. Individuals involved will also have to be particularly mindful of the need to observe safety and security regulations especially where they may be the only person in the building.

Holidays shall be arranged by agreement with the Head of School/Administrative Section, taking into account School/Administrative Sectional requirements, in accordance with School/Administrative Sectional procedures.

Annual leave may be taken in consecutive days or in any other mutually convenient manner, but it is recommended that not less than the equivalent of two working weeks shall normally be taken during the Summer vacation.

3 ACCRUAL OF ANNUAL LEAVE DURING PERIODS OF SICKNESS ABSENCE

Where a member of staff has been absent through illness for a period exceeding a total of three months in any twelve month period, your entitlement to the statutory minimum annual leave will not be affected.

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 coinciding with any period of annual leave, an employee shall be regarded as being on sick leave from the date of the Medical Certificate and shall retain the entitlement to leave with pay, subject to (f) above, which he/she would have received had he/she not been absent through illness.

An employee who is sick at the time when his School/Administrative Section is closed for any of the 8 statutory/public/local holidays or the 3 University-closed days does not receive an alternative day's holiday in lieu.

4 CALCULATING ANNUAL LEAVE ENTITLEMENT

A part-time employee who is employed throughout the whole year shall be entitled to holidays with pay, the rate of pay being proportionate to his/her shorter working period. An employee (either whole or part-time) who is employed regularly for only part of a year shall be granted holidays proportionate to his/her total period of actual service in the leave year. The pro rata calculation to establish his entitlement will be based on the overall holiday entitlement (41 days).

A temporary employee who completes an aggregate of 3 months' service in any leave year shall qualify for holidays at the rate of a permanent employee or the appropriate payment in lieu.

An employee leaving the service of the University shall be entitled before he/she leaves the service, to any accrued holidays proportionate to his/her actual service in the current year; where it is not possible to grant such holidays, employees, other than those on fixed term contracts shall be given the appropriate payment in lieu. Those on fixed term contracts are required to take outstanding leave entitlement within the notice period. The calculation of holidays outstanding will be based on the overall holiday entitlement (41 days) less the days used. Holidays are awarded for complete months of continuous service, a complete month being the period between a date in one month and the immediately preceding date in the following month (e.g. 15 February to 14 March inclusive).

An employee entering the University service during the leave year shall be entitled to receive paid holidays proportionate to his/her total complete months of service in the current leave year. The calculation of his/her entitlement will be based on the overall holiday entitlement (41 days).

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