

UNIVERSITY OF ABERDEEN
ANNUAL LEAVE REGULATIONS
FOR NON-ACADEMIC STAFF

1 INTRODUCTION

These regulations supplement the provision in the Conditions of Appointment for all Non-Academic Staff and apply unless the Statement of Particulars of Terms and Conditions of Employment make specific provision otherwise.

The pay arrangements that apply for authorised work on a public/statutory/local holiday or on a University closed day are detailed elsewhere in the Statement of Particulars of Terms and Conditions of Employment.

2 HOLIDAY ENTITLEMENT

The University's leave year 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. Within the course of a contract or in a series of continuous contracts it is not normal practice to pay for outstanding leave not taken.

Non-Academic Staff shall be entitled to thirty four working days as holidays with pay as set out in their Statement of Particulars of Terms and Conditions of Employment.

Within the thirty four days entitlement there shall be:

- Twenty days for annual leave
- Eight days for Public/Statutory/Local Holidays:
 - Christmas Day
 - Boxing Day
 - New Year's Day (or days in lieu if these fall on a Saturday or Sunday)
 - 2 January
 - Aberdeen Spring Holiday (normally in April)
 - May Day
 - Aberdeen Summer (normally in July)
 - Autumn Holiday (normally in September)
- Three University closed days to be taken at times determined by the University after consultation with the relevant Trades Union (presently at Christmas/New Year) and
- Three days to be taken at the discretion of individual members of the Non-Academic Staff after prior agreement with the Head of School/Administrative Section concerned.

Non-Academic Staff in the employment of the University are entitled to the following additional holidays:

- one day to be taken during the leave year after five years of continuous service.
- one further day to be taken during the leave year after seven years of continuous service.

- one further day to be taken during the leave year after twelve years of continuous service.

Annual leave is arranged on a School/Administrative Sectional basis and must be taken at times convenient to the School/Administrative Section with the prior agreement of the Head of School/Administrative Section; reasonable notice must be given by both sides.

Annual leave may be taken in consecutive days or in any other mutually convenient manner but not less than the equivalent of two normal working weeks will normally be taken during the summer vacation. Holidays are not normally granted during University terms.

3 ACCRUAL OF ANNUAL LEAVE DURING PERIODS OF SICKNESS ABSENCE

Where you have 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 is required to submit a doctor's medical certificate and will be regarded as being on sick leave from the date of the medical certificate. After return to duty the individual will be allowed, at a mutually convenient time, the leave with pay, subject to (f) above, which they would have received if they had not been absent through illness, i.e. Holiday Pay and Sick Pay cannot be received simultaneously. Sickness must be supported by a medical certificate.

An employee who is sick at the time when their School/Administrative Section is closed for any of the 8 public, local or statutory 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 the shorter working period.

For example, if an employee works twelve months of the year on a half-time basis, then holiday entitlement would be calculated thus:

$$12/12 \times 34 \text{ days} = > \text{Holiday Entitlement}$$

The holiday entitlement would be thirty four days for which the individual would receive payment at half pay per day. Any public holidays or closed days will be deducted from this figure to give an individual's entitlement.

An employee (either whole or part-time) who is employed regularly for only part of a year shall be granted holidays proportionate to the total period of actual service in the leave year. The *pro rata* calculation to establish his/her entitlement will be based on the overall holiday entitlement (34 days).

For example, if an employee works full time for only five months of the year, then holiday entitlement would be calculated thus:

$$5/12 \times 34 \text{ days} = 14 \text{ days}$$

The individual would receive full pay for these fourteen days (five days per week).

If an employee works half-time for only five months of the year, then holiday entitlement would be calculated thus:

$$5/12 \times 34 \text{ days} = 14 \text{ days}$$

The individual would receive half pay for these fourteen days.

If an individual works half-time, three days per week for five months of the year, then holiday entitlement would be calculated thus:

$$5/12 \text{ (months)} \times 3/5 \text{ (days per week)} \times 34 \text{ days} = 8 \frac{1}{2} \text{ days}$$

The individual would receive half pay for those days.

Any closed days or Public Holidays which occur during the time worked will be deducted to give an individual's entitlement.

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

An employee leaving the service of the University shall be entitled before he/she leaves the service, to any accrued holidays proportionate to his actual period of service in the current leave year, provided that if it is not possible to grant such holidays the employee shall be given the appropriate payment in lieu. The calculation of holidays outstanding will be based on the overall holiday entitlement (thirty four 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). Holidays are calculated in the following fashion.

$$\text{Complete months of service}/12 \times 34 \text{ days} = \text{entitlement.}$$

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

For example, if a person worked six months, the holiday entitlement would be calculated thus:

$$6/12 \times 34 \text{ days} = 17 \text{ days}$$

Any closed days or Public Holidays will be deducted from this figure to give an individual's entitlement.

A volunteer member of the Territorial Forces who attends an annual training camp for a period of not less than a week, shall be granted, for that purposes, additional leave equal to the period for which the employee actually attends the annual training camp, not exceeding a period of fifteen days. In addition to leave, full pay for one week of camp attendances shall be granted, this full pay to be in addition to pay received from HM Services.

For example, for the purposes of attendance at a Training Camp an employee is entitled to only one week's paid leave on full pay. Therefore the leave granted by the University i.e. which will not exceed a period of fifteen days includes only one week's paid leave; the remainder of the leave will be taken on an unpaid basis. Alternatively, an individual may use their annual leave entitlement in which case the appropriate payment would be made.

Each School/Administrative Section will keep a record of the annual leave entitlement of members of staff. If an employee leaves the employment of the University, then School/Administrative Sections should notify the Human Resources Office of any outstanding leave; this should normally be taken before employment ceases. If it is not possible for this leave to be taken, then payment in lieu may be made.