

# Leave Procedure

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**Issued by:** Human Resources (HR)

**Issue Date:** 1 May 2020

**Version 2.0**

**Review Date:** January 2025

## Introduction

This procedure sets out the University's approach to annual leave, special leave and dependency leave and the basis on which it may be taken.

### 1. Annual Leave

<b>Grades 2-7</b>	Starting at 25 days *
<b>Grades 8-10</b>	35 days
<b>Senior Leadership</b>	35 days
<b>APT &amp; C</b>	Staff, who were employed by the University prior to 1 November 1994 (APT & C staff) will retain their annual leave entitlements of 33 days
<b>KTP Associates.</b>	Leave entitlement will match to the receiving organisation

\* The Annual Leave Escalation Scheme (ALES) awards staff on grades 2-7 an increase of 1 day's annual leave (pro-rata) for each year's service up to a maximum of five days. The increase is pro-rata and implemented from the staff member's anniversary of joining the University.

In the holiday year in which employment commences or terminates the annual leave entitlement accrues on a pro-rata basis for each complete month of service which is outlined at the end of this policy.

All staff are expected to take their leave entitlement within the leave year. The line manager may agree to the carry forward of five days' leave to the next year. More than five days' leave may be carried forward as an exception by agreement from the Vice-Chancellor, Dean or Head of Directorate.

#### Booking leave

Permission to take annual leave must be obtained from the appropriate manager in advance. Faculty/Directorates may have local rules about the amount of notice required and periods when leave cannot be taken due to business-critical activity. However, such permission will not be unreasonably withheld.

All requests for annual leave should be made in advance at the earliest opportunity through the online system. The full-time working week is 37 hours, evenly spaced over five days. The working day consists of 7.4 hours. Staff are expected to record their annual leave in hours via the Unified system.

The annual leave request should be approved and 'signed off' by the line manager before leave is taken. Where there are conflicting leave requirements, priority will normally be given to the staff member whose request was received first; however other relevant circumstances may be considered.

A staff member who takes annual leave which has not been previously approved may be subject to disciplinary action.

#### Christmas Closure

The University is closed for the days between Christmas and the New Year and certain staff are required under their contract of employment to take up to four days of their annual leave entitlement during this period. Academic staff may work away from the University's premises during this period but must obtain permission from their Head of School/Dean.

#### Staff on Academic Contracts

Staff on academic contracts who wish to take blocks of leave should refer to their contract of employment. A reasonable block of leave can be taken during the year and, subject to organisational requirements, it is possible to request that up to 30 days' leave be taken in a continuous period. Such a request will be considered in the light of work commitments and permission will not be unreasonably withheld.

Annual leave outstanding on termination of employment should be taken during the notice period. If this is not operationally possible, a payment will be made in lieu of the accrued leave. If a staff member leaves, having exceeded the accrued leave entitlement, the excess will be deducted from the final salary/wages' payment.

## Sick whilst on leave

If a staff member is ill during a period of annual leave, the annual leave may be reclaimed on production of a medical certificate for each day claimed.

## 2. 'Banking' of Annual Leave (Preserved Leave)

Part of the recognition of ten years or more long service for University staff is the ability for staff to accrue up to five days' annual leave each year for a total of five years. This leave can be 'banked', i.e., preserved against a future long break not exceeding five weeks' absence in the sixth year.

It applies only to staff who have completed ten years' continuous service. In exceptional circumstances it may be combined with up to one week of annual leave due in the year in which 'banked' leave is taken.

Following consultations, it has been agreed that banking of leave shall apply to University staff on the following conditions:

- Initially preserved leave shall be granted six (or less as appropriate) years in advance and be at management discretion on an individual basis. At the time of taking the preserved leave staff shall give three months' notice of their proposed leave dates which must be approved before booking. Such agreement is to be notified to HR.
- 'Banking' of leave may only commence in the eleventh year of service; no retrospective requests can be approved.
- There will be no payment in lieu if preserved leave occurs in the last year of service.
- Staff members may, if they wish, choose to preserve fewer days of annual leave for a period of less than five years as part of their agreement with their manager.

## 3. Special Leave

The University recognises there are a range of circumstances when staff may need to take time away from work that may not be reasonably expected for them to use annual leave or TOIL. All special leave should be requested through Unified.

Deans/Heads of School/Heads of Directorates may grant special leave of absence at their discretion. The guidelines below should normally be followed but it is recognised that exceptional circumstances may occasionally arise which justify other arrangements. In these cases, HR will advise.

Maximum leave to be granted in any one leave year as follows:

**Compassionate Leave:** Illness, Death or Funeral of a close relative (defined as including a parent or guardian/foster parent, grandparent, spouse, child (over the age of 18 years), brother or sister). Up to 5 days can be taken

**Parental Bereavement Leave:** The Parental Bereavement Leave and Pay Regulations provides staff with a statutory right to 2 weeks' paid leave if they lose a child under the age of 18, irrespective of how long they have worked for the University. Staff will be able to take the leave as either a single block of 2 weeks, or as 2 separate blocks of one week each taken at different times across the first year after their child's death. This means staff can match their leave to the times they need it most, which could be in the early days or over the first anniversary.

**Moving home:** For newly appointed staff, up to 3 days depending upon the distance involved. For current staff 1-day can be taken

**Training:** Up to 10 days can be taken

**Public Examination:** Leave with travelling time to sit the examination

**Pre-examination Study Leave: Full-time, block release sandwich or day/part-day release course:** One day for each subject paper. Thereafter, at local management discretion

**Other Studies:** Leave with travelling time to sit the examination

**Service with HM Non-regular Forces** :10 days can be taken

**Election Duties or Referendum**: 1 day can be taken

**Witness (under subpoena) or Juror**: Paid time off will be granted for this activity. If you are called for jury service, you must inform your manager immediately. You will receive a **Loss of Earnings** form with the Jury Service Summons which should be returned to Payroll for completion prior to the commencement of Jury Service. Payroll will return the completed form to you at a designated address. This form should then be handed into the clerk of the court on your first day of Jury Service. Staff should inform their manager of any extensions.

**Public Duties**: Including Justice of the Peace or as a member of a Local Authority, Health Authority, managing/governing body of an educational institution, local education authority or water authority. Up to 15 days can be taken. Additional unpaid leave of absence may be applied for

**Medical Appointments**: Staff are allowed reasonable time off for visits to a doctor, dentist, or hospital. However, all appointments should be made outside normal working hours where possible except in an emergency or where it is unavoidable

**Medical Screening**: Necessary time off is allowed for ante natal care and screening by Occupational Health.

#### 4. Dependency leave

All staff have the right to take reasonable time off work to deal with an emergency involving a dependant and to make any necessary longer-term arrangements.

These include:

- If a dependant falls ill or has been involved in an accident
- To deal with the death of a dependant; for example, to make funeral arrangements
- To deal with an unexpected disruption or breakdown in care arrangements for a dependant; for example, when a childminder or nurse fails to turn up
- To deal with an incident involving the staff member's child during school hours.

A dependant is defined as the partner, child or parent of the staff member, or someone who lives with the staff member as part of their family. For example, this could be an elderly aunt or grandparent who lives in the household. It does not include tenants or boarders living in the family home or someone who lives in the household as a staff member, for example, a live-in housekeeper.

In cases of illness or injury where care arrangements have broken down a dependant may also be someone who reasonably relies on the staff member for assistance. This may be where the staff member is the primary carer or is the only person who can help in an emergency.

In most cases, the amount of leave required will be one or two days, but this will depend on individual circumstances. If a child falls ill, for example, the leave should be enough to help the staff member cope with the crisis.

The maximum leave with pay to be granted in any 12 months will be 5 days. Additional unpaid leave may be given at the manager's discretion.

The staff member must inform their manager as soon as possible about the absence, the reason for it and how long it is likely to continue.

The staff member has a legal right to reasonable time off in these circumstances, time off must not be unreasonably refused. This right is intended to cover unforeseen emergencies only, matters known in advance may be the subject of an application for parental or annual leave.

The manager must record any time off for dependants on Unified and indicate to Payroll when leave is unpaid. HR can offer advice and guidance when confirming what type of leave should be taken and if it should be paid.

## 5. Annual Leave entitlement - pro-rata amounts for joiners and leavers

If a staff member either commences employment or leaves employment midway through the month the HR/Finance system (Unified) will pro rata the entitlement based on the days worked during that month. Please use the [Annual Leave and Bank Holiday Calculator](#).