

ANNUAL LEAVE POLICY

Brief Description (max 50 words)	Annual leave arrangements for University of Suffolk (UoS) employees
Version Number	2.3
Document Reference	POD 008
Policy Dept	People and Organisational Development (POD)
Equality Impact Assessment	This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This Policy is applicable as outlined in the 'scope' irrespective of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, and ethnic or national origins), sexual orientation, religion or belief, marriage, or civil partnership.

Amendment History

Version	Date	Reviewer Name(s)	Summary of changes
2.2	Oct 24	Jo Campbell	Clarity on carry forward of annual leave following long term absences.
2.3	Jan 25	Emma Gwinnutt	Changed to new template

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1. Introduction

This document sets out the University of Suffolk's approach to annual leave. The arrangements described herein apply to all University of Suffolk staff. Further information and FAQs can be found on MyView the POD Self Service portal.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

2. Scope

This policy applies to:

- University of Suffolk employees

Should service conditions apply to any part of this policy, this will be detailed as relevant.

3. Annual Leave Entitlement

For staff in jobs graded 2-6 (inclusive), the entitlement is for 25 days per annum pro rata for part-time staff, rounded up to the nearest 0.1 hour. $25 \times \text{FTE} =$

For staff in jobs graded 7-11 (inclusive), the entitlement is for 30 days per annum pro rata for part-time staff, rounded up to the nearest 0.1-hour $30 \times \text{FTE} =$

Entitlement will be rounded up to whole hours.

Staff whose employment is, or has recently been, subject to the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) may have different leave entitlement. In the event of a query, please contact People & Organisational Development for advice about entitlements.

4. The Leave Year

The leave year runs from 1 August to 31 July each year.

5. Taking Annual Leave

Annual leave is managed by the employee and their line manager, or their designate, and should be agreed and booked with them via the Leave Management section on MyView. Annual leave may

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Issued: February 2023

Review due: February 2026

only be taken with the express approval of the relevant line manager. The timing of leave must reflect the business needs of the University of Suffolk.

Requests for extended periods of annual leave of more than two weeks should be requested at the earliest opportunity for planning purposes, ideally within the autumn term. Requests for extended periods of leave will only be approved in exceptional circumstances by the line manager. For teaching and frontline support staff, it will not normally be possible to take extended periods of leave during teaching weeks.

6. Carry Forward of Annual Leave

A maximum of 37 hours (pro rata for part time staff) may be carried forward to the next leave year.

Further flexibility may be possible in exceptional circumstances and with the agreement of the relevant Dean of School/Director.

7. Public Holidays

Public Holidays are paid in addition to annual leave. Paid holiday will also be granted in respect of any days on which the University chooses to close.

Part time members of staff will receive an entitlement to public holidays/closure days which is pro rata to the full-time entitlement. Public Holiday/closure day entitlement will be added to the overall annual leave entitlement for part time staff on the online leave management system and should be booked in the normal way as other annual leave.

8. Payment in Lieu of Annual Leave

Normally, payment in lieu of untaken annual leave will only be made to staff who leave the employment of University of Suffolk during the leave year, where the accrued annual leave cannot be taken prior to the date of leaving.

9. Leave for Starters and Leavers

Holiday entitlement in the first and last years of service shall be pro rata to date of starting or leaving the University.

10. Accrual of Annual Leave During Long Term Absences

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Unless otherwise specified, annual leave entitlement will continue to accrue during periods of absence (paid or unpaid), e.g., due to sickness, maternity leave, adoption leave etc. In these circumstances if the accrued outstanding leave cannot be taken within the normal annual leave period, other arrangements may be made to carry forward to the following leave year as follows:

Long term absence relating to maternity, adoption leave etc – normal contractual annual leave entitlement only.

Long term absence due to sickness – a maximum of up to four weeks leave to be taken within 18 months starting from the end of the leave year in which it is accrued.

(e.g. annual leave accrued during the annual leave year 2023/24, up to a maximum of 20 days may be carried forward to be taken by 31 January 2026)

11. Annual Leave for Staff with Term Time Only Contracts

Staff working on a term-time-only basis exclusively take their holiday entitlement during academic holidays and are not therefore eligible to take holiday during term time (as per their contract of employment). Pay (salary) is adjusted for the annual reduction in hours due to only working during term time. Payment for annual leave (based on the weekly contractual hours and pay band for the role), will be made at the end of each month worked and this will be at the rate of 16.6% of basic salary (to account for leave, public holidays and closure days).

12. Annual Leave for Casual Staff and for Staff on Variable Hours

Casual staff who submit Occasional Work claim forms will be paid their holiday pay as calculated by the Payroll Department using the relevant hourly rate of pay and the number of hours worked. This is separately detailed on your payslips.