

# ANNUAL LEAVE ARRANGEMENTS

## 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.

## 2. 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 half day. 25 x 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 half day. 30 x FTE =

All part time staff and those on non-standard working patterns, e.g. full time compressed hours, holiday entitlement will be in hours. 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.

## 2. THE LEAVE YEAR

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

### **3. 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. An Annual Leave Record Sheet is available from My Suffolk. Annual leave may 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.

### **4. CARRY FORWARD OF ANNUAL LEAVE**

A maximum of 5 days (pro rata for part time staff) may be carried forward to the next leave year and must be used up within the first 4 months of that year

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

### **5. 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.

Staff may see further information and access the calculator on the intranet in the Staff Policies and Procedures section of People & Organisational Development or via this link <https://intranet.uos.ac.uk/staff-policies-and-procedures>

### **6. 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.

### **7. LEAVE FOR STARTERS AND LEAVERS**

Holiday entitlement in the first and last years of service shall be pro rata to the number of completed months' service in that period: for this purpose a half day or more of holiday entitlement shall be counted as one full day.

### **8. ACCRUAL OF LEAVE DURING LONG-TERM ABSENCE**

Unless otherwise specified, annual leave entitlement will continue to accrue during periods of absence (paid or unpaid), eg 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 or carry forward period, other arrangements may be made to carry forward to the following leave year.

## **9. ANNUAL LEAVE FOR STAFF WITH TERM-TIME ONLY CONTRACTS**

Staff working on a term-time-only basis are deemed to take their holiday entitlement during academic holidays and will not be entitled to take holiday during term time. Payment for annual leave will be made at the end of each month worked. The calculation of holiday entitlement will be on the basis of an additional monthly payment of 16.6% of basic salary.

## **10. 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.

[Equality Impact Assessment](#)

**INTRODUCTION**

A standard week is 37 hrs (5 days).

A standard day is 7.4 hrs (or 7hrs 24 mins)

Your full time equivalent (FTE) if you are part time

Your grade of pay

Your start date if you're in your first year

Unless otherwise indicated, results of calculations are expressed in decimal hours. Please see the table at the end of this document.

**WHEN DOES THE ANNUAL LEAVE YEAR BEGIN AND END?**

August 1<sup>st</sup> to July 31<sup>st</sup>

**HOW MUCH IS THE FULL TIME ANNUAL LEAVE ALLOWANCE PER YEAR?**

Grades 1 to 6 = 25 days per year, 5 weeks or 185 hours

Grades 7 and above = 30 days per year, 6 weeks or 222 hours

Essentially however many hours you work per week (as long as they don't vary throughout the year), you are entitled to 5 weeks or 6 weeks holiday, depending on your grade, per full year.

**CAN I CARRY ANNUAL LEAVE OVER TO THE NEXT YEAR?**

You can carry over 5 days annual leave to the following year, but you must use it up by the end of November. If you are part time calculate 5 X your FTE.

\*For the year 2020-2021 due to COVID 19, carry over leave has been increased to 10 days for this year only. (pro rata to your FTE if part time).

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**HOW TO CALCULATE PART-TIME ENTITLEMENT**

Calculate your full time equivalent (FTE). The number of hours you work per week ÷ 37

e.g. 18.5 hpw ÷ 37 = 0.5 (FTE)

25 days per year x 0.5 = 12.5 days of annual leave for the full leave year (92.5hrs, round up to 93 hrs)

**I STARTED AT UOS ON 1<sup>ST</sup> DECEMBER, HOW DO I CALCULATE MY ANNUAL LEAVE ALLOWANCE FOR THIS YEAR (FULL TIME)?**

Count the number of full months you will work in this leave year = 8 months.

Calculate your FTE if you are part time, know the grade you are on and the full time annual leave allowance (see above).

Example: *Grade 5, 0.5 FTE (18.5 hpw), starting on Dec 1<sup>st</sup>.*

25 x 0.5 = 12.5 (days) for a full year.

÷ 12 (months in a year) = 1.04 days per month

x 8 (relevant months) = 8.3 days (round this up to 8.5 days or convert it to hours if this easier for you- in this instance  $8.5 \times 7.4 = 61.5$  hours).

Please note, you will also need to calculate your Public Holiday adjustment by using the calculator on My Suffolk.

### **I WORK COMPRESSED HOURS I.E. 37 HOURS PER WEEK OVER 4 DAYS PER WEEK, DO I HAVE TO ADJUST HOW I CALCULATE MY ANNUAL LEAVE?**

Yes. As you work 9.25 hours per day instead of 7.4 hours, if you take 30 (if Grade 7 or above) leave days per year, you are actually taking too much leave, so you need to calculate your leave differently.

In the example given = 37 hours are worked over 4 days this equals 9.25 hours (9 hrs 15 minutes) per day.

You are grade 7 = 30 days (or 6 weeks) per full year.

**Calculation: 4 (days in your week) x 6 (number of weeks A/L) = 24 days per year**

In hours, this is ordinarily  $7.4 \text{ (hrs)} \times 30 \text{ (days)} = 222 \text{ hrs}$

For your compressed week  $9.25 \text{ (hrs)} \times 24 \text{ (days)} = 222 \text{ hrs}$ .

The day you are not at work each week is not counted as part of any calculation, or included when you claim holiday.

### **I WORK 5 HOURS PER DAY OVER A 4 DAY WEEK, HOW DO I CALCULATE MY LEAVE?**

You work 20 hpw (0.54 FTE)

Calculate your holiday -  $4 \text{ (days)} \times 6 \text{ (weeks)} = \mathbf{24 \text{ days}} \times 5 \text{ (hrs)} = \mathbf{120 \text{ hours per year}}$  (calculation based on Grade 7 or above)

Don't forget for each day's leave, you need to book 5 hours off.

### **I WORK A 9 DAY FORTNIGHT. WHAT HAPPENS WHEN IT COMES TO TAKING LEAVE?**

Your annual entitlement is dependent on your grade Grades 1 – 6 = 25 days per year. Grade 7 and above = 30 days per year.

Because you do not work a standard day. You work 74 hours (2 x 37 hpw) over 9 days = 8.22 hours per day.

In week 1 where you work 5 days, you will actually work 41.1 hours. So if you take that week off, you need to book 41 hours as leave (to nearest whole number).

In week 2 where you work 4 days you need to book 33 hrs (to the nearest round number) as leave.

If you want one day off you will book 8.22 hrs (8 hrs, 13 mins).

### **I AM ON AN ANNUALISED HOURS CONTRACT OF 200 HOURS OVER 12 MONTHS, I HAVE NO SET PATTERN OF WORK. HOW IS MY LEAVE CALCULATED, AND HOW DO I BOOK IT?**

Based on 30 days (6 weeks) annual leave entitlement for Grade 7 and above. This example assumes you started on August 1<sup>st</sup> 2020 and will finish on 31 July 2021.

Calculate the average number of hours per week, (it doesn't matter if you work a different pattern to this) –  $200 \text{ hours} \text{ divide by } 52.143 \text{ (weeks in a year)} = 3.835 \text{ hours per week}$ .

Annual leave allowance at 6 weeks x 3.835 = **23 hours annual leave entitlement**

Bank Holiday and Closure days entitlement also need to be added. You can't use the calculator for this so it must be done manually.

You need to know how many bank holidays and closure days there are and your FTE

In this case of 200 hours per year, the FTE is 0.104

Yearly hours ÷ weeks in a year (52.143) = average weekly hours (3.835) ÷ 37 = FTE

2020-21 has 12 public holiday and closure days @ 7.24 hpd = 88.8 hours. Apply your FTE to this.

$88.8 \times 0.104 = 9.235$  hrs round this up to **9.5 hours**.

You are entitled to a total of **32.5 hours** of leave this year. (Annual leave + Bank holidays)

In the example of annualised hours, the hours you work must be tracked carefully in order to ensure that you work the correct number of hours to include your entitlement to leave.

**NB - The contracted hours, 200, must be reduced by the full leave entitlements so you should actually work 167.5 hours over the year. You will be paid for the full 200 hours.**

You do not need to 'book' or record holiday in the usual way, but you need to keep track of the number of hours you work so that you don't do too many.

#### DECIMAL HOURS

MINUTES	DECIMAL
5	.08
10	.17
15	.25
20	.33
25	.42
30	.50
35	.58
40	.67
45	.75
50	.83
55	.92
60	1.0