

# 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. Further information and FAQs can be found on MyView the POD Self Service portal.

## 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 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.

## 3. THE LEAVE YEAR

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

#### **4. 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 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.

#### **5. 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.

#### **6. 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.

#### **7. 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.

#### **8. 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.

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

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 or carry forward period, other arrangements may be made to carry forward to the following leave year.

## **10. 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.

## **11. 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](#)