

## Annual Leave Policy and Procedure

This policy sets out the University's approach to annual leave and the basis on which it may be taken. In some Faculties/Services certain restrictions apply to annual leave arrangements, details are available from individual Faculties/Services or the Human Resources department.

### Obtaining Approval

1. Staff members wishing to take annual leave should follow the procedure set out below.
2. All requests for annual leave should be made in advance on the annual leave record. Annual leave records should be made to the appropriate line manager for approval at the earliest opportunity. Requests for annual leave will not be unreasonably refused.
3. The line manager, or Dean of Faculty/Head of Service where appropriate, will consider the request having due regard to the needs of the Faculty/Service and the rules on annual leave as set out below. Requests for annual leave will be responded to promptly and normally within a maximum of 5 working days.
4. The annual leave record must be approved and 'signed off' before leave is taken. Staff members should not commit themselves to any leave plans until their leave request is approved and annual leave record signed off. No responsibility will be taken by the University for any Holiday Deposit paid or other losses incurred as a result of a failure to comply with this aspect of the procedure.
5. In the event of a staff member disputing a manager's decision, St Mary's formal grievance procedure should be used.

### Carrying Leave Forward

1. St Mary's leave year runs from 1 August to 31 July.
2. There will be no payment in lieu of untaken leave at the end of a leave year, except in respect of leave over and above the statutory entitlement not taken as a result of the business needs of the organisation and previously agreed in writing by the Dean of Faculty/Head of Service. Staff members may carry forward up to 5 days unused leave to the next year with their line manager's approval.

In exceptional circumstances and when it has been discussed and agreed in advance of a new leave year staff members may carry forward up to 10 days leave with the approval of their line manager and the relevant Dean of Faculty/Head of Service.

In all circumstances carrying leave forward will only be approved where this does not compromise the business needs of the organisation or cause staff members to take less than their minimum legal entitlement for the year.

## **Leave Rules**

1. The following rules apply to the consideration of annual leave requests by line managers and Deans of Faculty/Heads of Service:
  - 1.1. Where there are conflicting leave requirements, priority will normally be given to the staff member whose request was received first; however relevant circumstances may be considered.
  - 1.2. Staff members on a support contract may normally take no more than 3 weeks annual leave at any one time. Those staff members wishing to exceed this limit must make their request to their Dean of Faculty/Head of Service in advance for consideration. Staff members on academic contracts who wish to take blocks of leave should refer to their contract of employment.
  - 1.3. Any staff member who takes annual leave which has not been previously approved may be subject to disciplinary action.

## **Illness during Annual Leave**

1. If a staff member falls ill during a period of annual leave the days concerned become sick leave and annual leave entitlement is adjusted accordingly.
2. In such circumstances staff members are required to provide a doctor's medical certificate for the period of sickness absence.
3. Annual leave, up to the statutory minimum, is accrued during a period of sickness leave.

See sickness absence policy.

## **Late Return from Leave**

1. If, for any reason, staff members know that they will be late returning from leave, they must contact their line manager and notify them of their late return and reason for late return as soon as possible. Failure to do so may

render the staff member liable to disciplinary action for unauthorised absence.

## **Termination**

1. Leave requests submitted during an individual's notice period will be approved where possible but it may not be practicable to approve such requests because of the need to complete outstanding work or hand over to a successor. St Mary's therefore reserves the right to refuse requests for leave made during the notice period (subject to the requirement to comply with the Working Time Regulations).
2. Annual leave will normally only be granted during notice periods if either:
  - the leave was approved prior to notice being given; or
  - the notice period straddles two leave years and the staff member would not have taken his or her minimum statutory entitlement in the first leave year if he or she did not take some leave in the notice period. In so far as this situation applies, the staff member will only be guaranteed sufficient leave to enable the organisation to comply with its obligations under the Working Time Regulations.
3. A payment will be made in lieu of outstanding leave which has been accrued but not taken (calculated on a pro rata basis) and such payment will be subject to normal deductions for tax and national insurance contributions.
4. Where annual leave taken exceeds the number of days which have been accrued at the date of termination, St Mary's will deduct the appropriate sum from the staff member's final salary, such sums will be calculated in accordance with the preceding paragraph. The staff member will be provided with written details of that calculation.

## **Public Holidays**

1. St Mary's recognises all public holidays in England and Wales, currently 8 days, for which staff members will receive days off paid at their normal rate of pay.
2. St Mary's requires certain staff members to work on public holidays. Any staff member required to work on public holidays will be paid or given time off in lieu in accordance with their contract of employment.
3. Staff members who are ill on a public holiday on which they are required to work will receive sick pay at the normal daily rate [see sickness absence policy].

## Extended Leave/Leave of absence

Any staff member wishing to take extended leave or a leave of absence should follow the Leave of Absence procedure (available on the HR pages of the University e-portal).

## Annual Leave Accrued During Maternity, Paternity, Adoption or Parental Leave

Annual leave is accrued during maternity, paternity, adoption and parental Leave, relevant policies are available on the University's e-portal or from the Human Resources department.

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