



# THE UNIVERSITY *of* EDINBURGH

## **Annual Leave Policy**

### **1. Policy Statement**

The University is committed to helping its staff to achieve a good work-life balance. This policy aims to ensure staff take regular breaks from work in the form of paid annual leave (i.e. holidays) to help manage that balance.

### **2. Scope**

This policy applies to all employees of the University.

### **3. Principles**

You are expected to take your full leave entitlement each year to ensure you have regular breaks from work. To help you achieve this:

- 3.1 Leave should be taken regularly throughout the year
- 3.2 Leave requests will be considered fairly, promptly and consistently
- 3.3 Every effort will be made to agree leave requests, subject to reasonable notice and operational need.

### **4. Entitlement**

#### **4.1 Leave Year**

The leave year runs from 1 January to 31 December.

#### **4.2 Public Holidays**

We recognise and close on four public holidays, 1 and 2 January and 25 and 26 December. You can request leave from your annual entitlement to cover other public holidays or other faith days and religious festivals.

### 4.3 Full-time Hours

If you work full-time your entitlement will be calculated in hours. If you join the University part way through the leave year, your entitlement will be adjusted to reflect that you joined after the start of the leave year. The table below details your annual leave entitlement as a full-time member of staff.

Grade	Annual Leave Entitlement	
	Hours	Equivalent Days
1 – 5 with < 5 years' service*	224	32
1 – 5 with > 5 years' service and 6 – 10	252	36

*\*Continuous service with the University of Edinburgh*

Some staff will have different entitlements due to, for example, the retention of previous terms and conditions under a TUPE transfer into the University.

### 4.4 Part-time Hours or Compressed Full-time Hours

If you work part-time or have an annualised hours/fractional contract, your entitlement will also be calculated in hours but will be pro-rated based on your contractual hours.

If you work a compressed week, for example work full-time hours over a four day week, or nine day fortnight, your entitlement will be equivalent to the entitlement noted in the table above (see Section 4.3) and will also be calculated in hours.

People and Money will calculate both your pro-rata annual leave and public holiday entitlement. This will be displayed as an exact combined total.

### 4.5 Guaranteed Minimum Hours Staff

If you are employed on Guaranteed Minimum Hours Contract, you will accrue paid leave in line with your grade and hours worked. As there will be weeks in the year when no work is available you will receive holiday pay each time you are paid. This will ensure that you receive the same total pay as other staff working the same number of hours.

<b>Grade</b>	<b>Holiday Pay</b> (Covering annual leave and public holiday entitlement )
1-5	16%
1-5 with > 5 years' service	18.1%
6-10	18.1%

You and your manager must ensure that you do not work more than 44 weeks a year. This ensures you have had the same rest and pay as colleagues on other contracts.

#### **4.6 Annual Leave and Overtime**

Please refer to the [Conditions of Employment](#) for information on annual leave payments for working non-contractual overtime and/or for call-outs.

#### **4.7 Annual Closure Period**

We close during the Christmas/New Year period and the majority of staff must take compulsory leave. The closure period includes four paid public holidays: 1 and 2 January and 25 and 26 December.

If you work full-time, you will be required to use annual leave to cover the closure dates in between the public holidays, this will be the hours required to cover either three or four days depending on the year.

If you work part-time or a compressed week you will need to use some of your leave entitlement to cover the hours that you were due to work over this closure period including the closure days and the public holidays.

The specific dates and number of closure days will be agreed centrally each year and communicated to you before the start of the leave year.

##### **4.7.1 Annual Closure Period and Essential Staff**

Certain critical services (i.e. activities or tasks that must continue to an agreed minimum level) will need to remain open over the closure period. Your manager will tell you in advance if you are required to work on the closure days. In these circumstances, no leave will be deducted from your

entitlement and you'll be able to take equivalent time off at another time (subject to the normal carry forward rules described in Section 5).

#### **4.8 Change in Entitlement or Role**

If your entitlement changes due to a change in your working hours, grade or length of service, your new entitlement will be calculated from the date of change. The [Leave Calculator](#) will assist you in working out the change to your entitlement in advance of the change. This may require two separate calculations. Your new entitlement will be reflected in People and Money from the date of change.

If you change your role during your employment with us, you will not be required to use all of your accrued holiday before you take up your new post.

#### **5. Carrying Forward Annual Leave**

All leave should be taken within the current leave year. However, you can carry the equivalent of one week over to the next leave year. For example, if you work three days a week, you can carry forward the equivalent of these three days in hours. This time must be used by 31 March or it will be lost.

You can't carry over a negative leave balance to the following year. For example, you can't borrow leave from the next leave year to make up for having taken too much leave in the current one - the only exception being new staff who join us very late in the leave year (see Section 6.1).

In exceptional circumstances and with the agreement of your manager, you may be able to carry forward more than one week, if:

- you have been on long term sick leave and couldn't take your annual leave
- you have been on maternity, adoption or shared parental leave and weren't able to take your leave before the end of the leave year
- an exceptional business need precluded you from taking your leave that year. This must have been pre-agreed by your Head of School or Head of Professional Services.

We don't expect you to use all carry forward as a result of these exceptions by 31 March. However, you must use them by 31 December. They can't be carried forward further.

## **6. Annual Leave Entitlement for Starters and Leavers**

### **6.1 New Starts**

If you join us part-way through a leave year, your leave entitlement will be calculated on a pro-rata basis based on the first day of your employment. You can use the [Leave Calculator](#) to calculate your entitlement based on your start and end date (where relevant). Your entitlement will be available in People and Money from the first day of your employment.

You are entitled to our recognised public holidays if you are employed by us on those days. If you start with us very late in the leave year and don't have enough accrued leave to cover the annual closure period (three or four days), you will need to borrow the required balance from the next leave year and your record must be adjusted accordingly.

Certain departments and roles will have key pieces of work to deliver and/or specific deadlines to meet at regular intervals throughout the leave year. Annual leave requests may be restricted during such periods. You should speak to your manager as early as possible to ensure you are fully aware of any departmental challenges or restrictions in requesting annual leave.

### **6.2 Leavers**

You must take all your leave entitlement before your last day of service.

If you have taken more leave than you have accrued by your last day, you will be required to repay the cash value of the excess leave taken. This will be deducted from your final pay.

You will only be paid for any outstanding leave that, for operational reasons, you were not allowed to take.

People and Money will confirm your annual leave taken to date. You can use the [Leave Calculator](#) to calculate your outstanding entitlement based on your last day of service.

## 7. Annual Leave and Absences

### 7.1 Accrual of Annual Leave during Absences

You Accrue Contractual Leave During:	You Don't Accrue Contractual Leave During:
<ul style="list-style-type: none"><li>- Adoption &amp; Surrogacy Leave</li><li>- Maternity Leave</li><li>- Parental Leave</li><li>- Partner Leave</li><li>- Shared Parental Leave</li><li>- Sickness Absence</li><li>- Special Leave (Paid)</li><li>- Special Leave (Unpaid) - under 4 weeks</li></ul>	<ul style="list-style-type: none"><li>- Unauthorised Absences</li><li>- Special Leave (Unpaid) - more than 4 weeks</li></ul>

### 7.2 Sickness During Leave

If you are sick while on annual leave or on a public holiday, you can reclaim time lost due to sickness if you let your manager know on the first day of sickness. You must submit self-certification forms and/or medical fit notes to cover the duration of your sickness absence.

## 8. Compulsory Leave

In certain circumstances, your manager may require you to take some of your leave on specific dates. This will likely apply if:

- you haven't taken all of your entitlement
- access to your workplace is restricted on those days
- there is no requirement for work to be carried out on those dates and there is no other work that you may reasonably be asked to carry out.

You will be given as much notice as possible of when you need to take leave under these circumstances. Your manager will give you at least twice the amount of notice as the leave to be taken. For example, they will give you at least two weeks' notice of the need to take one week's leave.

## 9. Links to Other Relevant Policies and Guidance

You may find it useful to refer to other relevant University policies which you can find on the [HR web pages](#):

- [Absence Management Policy](#)
- [Conditions of Employment](#)

- [Parental Leave Policy](#)
- [Special Leave Policy](#)

## **9. Policy History and Review**

Approval Date: August 2021

Approved By: CJCNC

Year of Next Review: 2022

# Annual Leave Procedure

## 1. Requesting Annual Leave

You must submit your leave request to your manager and provide reasonable notice. All leave requests must be booked and recorded in People and Money. You must not make any personal arrangements until your leave request has been approved. You must ensure that you are aware of any departmental restrictions in requesting leave during key busy periods and discuss this in advance with your manager.

Your manager must:

- make you aware of your leave entitlement each year
- make you aware of how to request and record leave in People and Money
- manage all leave requests in People and Money
- ensure that you take leave regularly throughout the leave year to avoid a large amount of outstanding leave towards the end of the leave year
- ensure that you are aware of any departmental challenges or restrictions in requesting annual leave during key busy periods.

## 2. Considering your Leave Request

Your manager must respond to your leave request within a reasonable time frame. Whilst every effort will be made to grant you the leave you request, you should be aware that it could be declined due to staff shortages, imminent deadlines or due to the short notice nature of your request.

Your manager must:

- check that there are no resourcing implications for your team before approving your request
- respond to your request within a reasonable time frame
- delegate approval responsibility to a nominated deputy in their absence.

## 3. Leave Carry Forward



You can carry over one week's leave to the following leave year. This must be requested and recorded in People and Money.

Your manager must only approve additional carry forward for the reasons mentioned under Section 5 of this policy.

#### **4. Cancelling Leave**

You can cancel your leave with reasonable notice, unless:

- a formal contract to provide cover for your absence has been put in place and the University would be charged if that contract was cancelled
- there is no other time within the leave year that you could take leave without it affecting operational requirements.

Under certain circumstances, your manager can ask you to cancel a period of approved leave. These situations are expected to be exceedingly rare. They will usually be in response to unplanned absences of others within your team which, when combined with your leave, would adversely affect the service provided by your School or Department. Your manager will discuss all options with you before making a decision. If your leave is cancelled, we will reimburse you for any reasonable costs incurred as a result, less costs that can be recovered by you.