



Brasenose College Support Staff Holidays Policy

2011

1. The legislation states that all staff must take a minimum of four weeks' leave in one leave year. Department Heads will have to ensure that they are kept up to date with the outstanding leave of the employees for whom they are responsible, and will be asked to ensure that they all comply with the legislation.
2. The holiday year will be changed to run with the calendar year; i.e. 1 January to 31 December. The idea is to help to ensure that staff are able to take the statutory requirement of 4 weeks' leave within the holiday year and to reduce requests to carry over holidays from one holiday year to the next. **No staff will lose holidays as a result of this change.**
3. A minimum of five days' leave will have to be taken by every member of staff over the Christmas period every year, except in the case of Lodge staff where they are required to work when the College is closed down.
4. Apart from the five days at Christmas, leave can be taken at any time throughout the year subject to the operational requirements of the College.

Holidays must only be taken at times approved in advance by the employee's Head of Department. The Working Time Directive states that in the absence of an agreement the notice period that a worker must give should be at least twice the period of the leave to be taken. An employer may refuse the worker permission to take the leave requested within a period equivalent to the period of the leave. For example, if a worker wants to take one day's leave, he or she would have to give their employer at least two day's notice. If a worker has given the employer two day's notice that they want to take one day's leave, the employer can come back within one day to refuse the leave. This provides employers with flexibility where, for example, a number of other workers have also applied to take the same day off.

5. Up to 5 days of leave may be carried forward to the next leave year, subject to approval by the Bursar. This is more generous than the University's policy which states "any balance of the annual entitlement may only be carried forward from one year to the next in exceptional circumstances". Alternatively, employees may request payment for leave not taken.
6. Employees on maternity leave may not carry forward any more than 5 days' annual leave.
7. Department Heads can refuse the request for holiday subject to the needs of the College – for example, at the end of the financial year or at times of heavy conference demand. They will also nominate days when leave is to be taken if it appears unlikely that an employee will not take the statutory minimum of 20 days' holiday in any one leave year.

8. College will usually expect staff to use their annual leave before requesting unpaid leave. If the employee refuses and takes the time anyway, it will be viewed as unauthorised leave and the College's disciplinary and grievance procedures may be invoked.
9. Holidays requested by parents to spend time with their children, for example during school holidays, can be decided **either** on a "first come, first served" basis, **or** by a system agreed between the staff and approved by the Head of Department.
10. All employees will be issued with a leave card at the start of each leave year. When they require holidays they will fill in the relevant part of the card and give the card to their Head of Department. If the Head of Department agrees to the holiday they will inform the employee, sign the relevant section of the leave card and pass the card to the relevant administration staff for records to be updated. The leave card will then be returned to the employee.