



Brasenose College Annual Leave Policy

Applies to Non-academic staff

Approved by Governing Body on February 2011

Amended and approved by Governing Body 13 November 2019

This policy should be read in conjunction with the Maternity, Paternity, and Parental leave policies and also information on Adoption, Compassionate Leave and the Time off for Dependents sections of the Employee Handbook.

1. Introduction

This policy reflects the entitlement to Annual Leave as described within the Employee Handbook and provides guidance on how Annual Leave should be implemented.

All rights described within the policy apply to full and part time employees, provided that they satisfy the qualifying conditions. The College annual leave provisions exceed statutory requirements.

Implementation of this policy must be fair and consistent and without prejudice to any member of staff on the grounds of gender, age, sexual orientation, marital status, pregnancy, race, ethnicity, disability, religion or beliefs.

It is up to each Line Manager to ensure that each department has clear rules related to arrangements for Annual Leave and to take all staff aware of these. Annual leave is to be recorded on the Holiday Request Record Card which is available from the PA to the Bursar from the Domestic Bursary, or by whichever system is in place within each department, as instructed by the line manager. Authority to approve leave will vary by department.

2. Leave year and Entitlement

The holiday year begins on 1st January and ends on 31st December each year and the annual holiday entitlement is six weeks (30 days) per annum plus bank holidays (usually 8 days); entitlement is pro rata for part-time staff who work fewer than five days per week.

Employees are required to reserve sufficient annual leave from their entitlement to cover the college closure during the Christmas period. This is usually 5 days for full time staff. If because of the date you commenced employment you have not accrued sufficient holiday entitlement to cover the Christmas shut down period, you will either be given unpaid leave of absence or be given leave that will then be deducted from your leave allowance in the following leave year, at the discretion of your relevant senior manager.

Unpaid leave will only be granted in exceptional circumstances, and permission can only be granted by the relevant manager. Unpaid leave may be granted if an employee has just started with the College, and has a pre-booked holiday for which they would not have enough annual leave entitlement.

3. Additional Days of Leave for Long Service

Those who have been employed for more than five years receive additional leave for long service as shown below:

Years of Continuous Service		Additional Days of Leave
More than (yrs)	Fewer than (yrs)	
5	7	1
7	10	2
10	15	3
15	20	4
20	-	5

The additional days are **credited on the date of the anniversary of joining College, in the year in which it is earned**. Staff are not entitled to receive extra pay in lieu of additional long service days, nor can they carry forward the additional days to the next holiday year.

4. Public/Bank Holidays

Non- academic staff may be required to work on any public/bank holidays subject to operational requirements. This will vary by department.

The relevant bank holiday entitlement for all staff shall be added to their annual leave entitlement.

Term- time only staff are equally paid over 12 months. They are unable to take holiday during term working hours and are entitled to be paid in lieu of annual leave in proportion to their contractual hours. They will be also entitled to a payment in lieu for the annual entitlement to bank holidays. For further clarification, please see HR.

5. Payment for Annual Leave

Holiday pay will be based on an employee's normal salary unless stated otherwise in the contract of employment or statement of main terms.

Statutory regulations will apply to those who work variable hours or receive regular paid overtime.

6. Applying for your Annual Holiday Entitlement

Staff should formally request annual leave in writing, using the Holiday card, or other agreed local process, and wait for confirmation from the Line Manager before making any firm holiday arrangements.

Holiday requests will only be considered if requested in advance using the agreed procedure and dates will be allocated to ensure that operational efficiency and sufficient minimum staffing levels are maintained throughout the year.

Staff should normally give at least one month's notice of their intention to take holidays and one week's notice is required for odd single days.

Generally, the earlier you apply for holiday the more likely it is that you will get your preferred dates; however, over the years the most popular dates need to be allocated fairly across a department and on occasions early application alone will not always guarantee the granting of specific dates. Staff should therefore not book holidays until they have obtained prior approval for their requested dates from their Line Manager.

7. Extended Periods of Annual Leave

A normal period of Annual Leave would be considered to be two weeks but may be longer subject to operational requirements. There may be exceptional occasions when an employee may wish to or need to take extended periods of annual leave. Such requests should be made to the Bursar, with the support of the relevant senior manager. Requests should not be refused without good reasons; however, in considering such requests the senior manager and Bursar will have to review the requirements of the service and needs of other team members. The manager and the individual must ensure that the employee does not get over-tired whilst saving up their leave entitlement. This may mean that there is an agreement that the individual will take part of the extended leave as unpaid leave. Any such agreement will depend on the individual and all the circumstances, and should be considered to be an exception and not the normal way for leave to be taken.

See also **Career Break Policy**

8. Carry Over of Annual Leave

It is the College's policy to encourage staff to take their holiday entitlement in the current holiday year and they are responsible for ensuring that their annual leave is planned and taken at regular intervals throughout the leave year.

Staff may, in exceptional circumstances only, apply to the relevant manager to carry forward any unused annual holiday. This can be approved by the Bursar or Domestic Bursar. Staff can apply to take up to a maximum of 5 days in any one year for full time staff, pro rata for part time and part years. Generally, this will only be granted if staff have been prevented from taking all their leave because of service requirements.

Any annual holiday entitlement carried forward must be taken by the following 30th April. Any such holiday carried forward and not taken will be lost and no payment-in-lieu will be made except in the case of the termination of employment (see below).

During Maternity Leave and Shared Parental Leave, where the amount of accrued annual leave is likely to exceed the normal carry over provisions, it may be mutually beneficial to both the College and the employee to take annual leave before and/or after the formal (paid and unpaid) maternity leave period. The amount of annual leave to be taken in this way, or carried over, should be discussed and agreed between the employee and the employer.

9. Entitlement on Joining

If an employee starts work part way through the holiday year, holiday entitlement will accrue from the first date of employment during the first holiday year and employees will therefore get a pro-rated entitlement in their first holiday year.

The annual leave entitlement in the first and last month of employment will be proportional to the number of days worked.

If because of the contract start date staff have not accrued sufficient holiday entitlement to cover the Christmas shut down period they will be given unpaid leave of absence/able to take advance leave from the following leave year.

10. Entitlement on Leaving

In the event of the termination of employment any holidays accrued but not taken will be paid. However, where staff have taken holidays in the current holiday year, which have not yet been earned, then the

appropriate payments will be deducted from the final wages/salary. This is an express written term of your contract of employment.

11. Annual Leave During Sickness

Annual leave will continue to accrue during sickness absence and the four weeks' basic **statutory** annual leave can be carried over into the next holiday year where it has not been possible due to sickness for the employee to take it in the current holiday year. Where an employee is off long- term sick, the four weeks' basic statutory leave cannot be carried over for more than 18 months.

12. Sickness During Annual Leave

If an employee falls sick whilst on annual leave, and where a medical certificate is provided, the period covered will be treated as sick leave, up to Statutory Working Time Regulation limits. The employee would be able to take any outstanding statutory annual leave another time with the agreement of their Line Manager. Any outstanding statutory leave (that is four weeks' basic leave) can be carried over to the next holiday year if it is not possible to take annual leave due to sickness.

13. Annual Leave and Maternity, Paternity and Shared Parental Leave

Full College Annual Leave entitlement will continue to accrue during periods of maternity Leave whether it is ordinary maternity leave or additional maternity leave. The entitlement also continues during paternity leave. Please see HR for further details of Shared Parental leave. See section on Carry Over of Leave.

14. Annual Leave and Suspension

(Please refer also to Disciplinary Procedures)

Annual Leave will continue to accrue during periods of Suspension during a disciplinary investigation.

If an employee has booked a period of Annual Leave and this falls within a period of suspension they should be allowed to take the leave as planned. If they wish to rearrange their leave, it can be done with management agreement.