

Brasenose College
Leave policy – Guidelines May 2020
(approved by HR Committee on 18 May)

Context

1. Because of the coronavirus pandemic, our usual patterns of work have changed dramatically, with nearly all professional and support staff either working at home or on furlough. The level of activity between teams is very varied with some teams even busier than usual as they have the same or more work to do but in more difficult and less efficient circumstances, and many teams have less to do.
2. As a result of these changes, we need to make sure that the pattern of annual leave is fair (eg those teams that are extra busy do not lose any leave because of work pressures) but also workable (so that leave does not all build up with lots of request to take leave just as the College gears up for Michaelmas Term - hopefully with a College full of residential students!).
3. The annual leave policy is based on a full time leave entitlement of 30 days per calendar year, plus 8 bank holidays. All employees are required to keep five days of annual leave for the period around Christmas when the College is closed. In exceptional circumstances, and with approval, employees may be allowed to carry up to five days over into the following year. The leave policy is on the staff website at <https://staff.bnc.ox.ac.uk/policies/>
4. The policy states that you, the employee, are responsible for ensuring that your annual leave is planned and taken at regular intervals throughout the leave year, within the rules set by your line manager for your team. In the current circumstances, some amendments and clarification to the usual practices are considered helpful.

Guidelines for 2020

5. Changes and clarifications for the remainder of 2020 (with days quoted as relevant for Full Time posts, to be adjusted accordingly for part time posts):
 - a. All employees may carry over 5 days of leave (FTE) into 2021, to be taken by 30th April 2021. This should be discussed and arranged with your line manager as soon as possible so he/she is aware of your plans, and the timing of leave across the team can be planned accordingly.
 - b. People in teams that are exceptionally busy and cannot reasonably take the rest of their leave in 2020 may be allowed to carry over more leave into 2021 (and possibly further if necessary). All such requests must be made to your line manager and approved by the Bursar.
 - c. People in teams that are not more busy than usual must plan their leave across the year in an even pattern. This may result in some leave being taken while working at home or on furlough.

- d. In particular, it is expected that:
- i. The five Bank Holidays on Friday 10th April, Monday 13th April, Friday 8th May, Monday 25th May and Monday 31st August will have been or will be taken as non-working bank holidays.
 - ii. That at least half of the annual leave entitlement must be used before 30th September 2020, so that no more than half the annual leave entitlement (15 days FTE) is not yet used. This will limit leave in the last four months of the year to the 5 days at Christmas (plus 2 bank holidays) and a maximum of ten other days, of which 5 may be carried over to 2021.

Even with these limits it may be difficult for all leave to be scheduled around the needs of the college, so all employees are encouraged to plan their leave carefully with your manager, to avoid the risk of losing some leave.
 - iii. Unless a variation is agreed in advance, employees will not be allowed to carry over more than 15 days (or part time pro rata equivalent) of un-used holiday beyond 30th September.
- e. To support the management of these more stringent requirements, the HR team will work with all managers to make sure that by 30th June the planned holidays for all staff are reviewed and anyone who is at risk of losing holidays at 30th September or 31st December is identified.
- f. As usual, the College will seek to be flexible and supportive of individual circumstances, where possible; any variations to the usual policy and to these amendments requests cannot be guaranteed, and agreement must be sought in advance from both your line manager and the Bursar.

Approved by HR Committee

18 May 2020