



**Policy on the support staff annual leave regulations
(including arrangements for statutory holidays / closure days)**

1. The holiday year is from 1st October to 30th September.
2. The leave entitlement for full-time Support Staff and Nursing Staff is made up of statutory holidays, additional days when the University is closed by custom, and five working weeks (twenty five working days – pro rata for part-time members of staff and staff contracted to work less than 52 weeks per year).
3. The dates of annual leave need to be agreed in advance with the Head of School/Service (or nominee), although it is not expected that consent will be withheld if adequate notice is given and operational requirements permit. It is preferred that at least two weeks' annual leave is taken as a continuous period.
4. In addition, staff will be entitled to eight statutory holidays (pro-rata for part-time staff):
 - Good Friday
 - Easter Monday
 - May Day Bank Holiday Monday
 - Spring Bank Holiday Monday
 - Summer Bank Holiday Monday
 - Christmas Day
 - Boxing Day
 - New Year's Day
5. The additional days on which the University is closed by custom are :
 - Christmas Eve and the days between Boxing Day and New Year's Day
 - Maundy Thursday afternoon and the Tuesday after Easter Monday
 - The Tuesday after the Spring Bank Holiday
 - The Tuesday after the Summer Bank Holiday
6. Some staff may, by local arrangement, be required to work on statutory holidays/closure days.
7. If Schools/Services are closed under special arrangements on days other than those indicated in 4 and 5 above, such days will normally be counted against the annual leave entitlement.
8. Further information about the entitlement to bank holidays and closure days can be found in the "Policy on Entitlement to Pro-Rata Bank Holidays/Closure Days For Part-Time Workers" at http://hr.leeds.ac.uk/download/downloads/id/23/bank_holiday_and_closure_days_for_part_time_staff_policy
9. The holiday entitlement during the year of appointment and the year of leaving is calculated on a pro rata basis. Holiday entitlement accrues from the first day of service and exact calculations will need to be made to reflect individual circumstances. The

table below gives guidance on the entitlement for a full-time member of staff from 2003 onwards:

Months of Service	Entitlement
1	2 days
2	4 days
3	6 days
4	8.5 days
5	10.5 days
6	12.5 days
7	14.5 days
8	16.5 days
9	18.5 days
10	21 days
11	23 days
12	25 days

10. Staff who leave the University without having taken their pro rata annual leave entitlement may be granted payment in lieu. Staff who have taken more than their pro rata annual leave entitlement in the year of leaving will be subject to the appropriate deduction from the final salary payment.
11. It is not permissible for an employee to continue working during a period of annual leave entitlement with a view to receiving normal pay and holiday pay for the same period.
12. Annual leave entitlement will not normally be carried forward to succeeding years, but, subject to a discussion with the Head of School/Service, in individual cases a maximum of one week's annual leave (pro-rata) entitlement may be carried forward. This leave must be taken by 31st December of the following holiday year.
13. Staff employed on a 'no-fixed hours' basis and/or paid hourly will accrue annual leave entitlement at one hour for every 6.5 basic contracted hours worked (excluding hours worked as overtime).
14. Annual leave for staff who work part-time, or full-time staff who work irregular hours or shifts, will be calculated in hours rather than days.
15. Staff requiring clarification on annual leave entitlement may contact their departmental HR contact, or Human Resources.