
Policy on annual leave entitlement for academic and academic related (professional and managerial) staff

- 1.1. The leave entitlement for full-time academic and academic-related staff is made up of statutory holidays, additional days when the University is closed by custom and 26 working days (pro-rata for part-time members of staff).
- 1.2. Holiday should be booked after consultation with the Dean of Faculty/Head of School/Service or your line manager.
- 1.3. One week of the leave entitlement will normally be taken in occasional days.
- 1.4. The leave year runs from 1 October to the following 30 September.
- 1.5. Unused leave entitlement may not normally be carried over from one year to another except that up to one week's leave (pro-rata) may be carried forward for up to three months after the end of the leave year by agreement with the Dean of Faculty/Head of School/Service.
- 1.6. Under normal circumstances, the taking of annual leave would not be unreasonably withheld by the Dean of Faculty/Head of School/Service, if adequate notice is given and operational requirements permitted.
- 1.7. 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 and the Tuesday after Easter Monday.
 - Tuesday after the Spring Bank Holiday.
 - Tuesday after the Summer Bank Holiday.
- 1.8. On resignation, a member of staff is entitled to take paid leave or payment in lieu of leave, the entitlement being proportional to the fraction of the leave year worked before the termination of the appointment. Where the termination arises on the expiry of a fixed-term appointment, however, all due leave should be taken before the termination date.