Annual leave employee guidance

# Annual leave

Your annual leave (holiday) entitlement is determined by your terms and conditions of employment.  In the conditions, leave is specified in days, which can be confusing for staff who work irregular patterns, and therefore the following guidance is also couched in hours.

Full salary is payable during annual leave.

The holiday year for academic and related staff is from 1 October to 30 September following; and for support staff from 1 January to 31 December.

It is expected that all staff will use their full entitlement by the end of the holiday year.

Entitlement accrued but not taken by the end of the holiday year will be lost (subject to the advice below) and no payment will be made.

A holiday calculator is [here.](https://collaborate.bham.ac.uk/hr/DocumentCentre/HRDC%20Documents/5/Open/UoB%20Holiday%20Calculator.xlsx) From the start of the new holiday year in 2020, [Core Systems](https://uobcore.bham.ac.uk/) will keep a running total of the leave you have booked in the holiday year and the balance of your remaining entitlement.

Guidance on working time is available [here](https://collaborate.bham.ac.uk/hr/DocumentCentre/_layouts/15/DocIdRedir.aspx?ID=HRDOC-337-1438)

# Hourly Paid Workers

Hourly-paid workers receive 18.18% of their hourly rate for each hour they work: this is equivalent to the holiday entitlement of all other University staff. They are expected to take their holiday outside the hours they are contracted to work and do not need to log their holiday on [Core Systems](https://uobcore.bham.ac.uk/).

# Support staff

Full-time support staff are entitled to 40 days (288 hours) off each academic year, made up of 25 days (180 hours) of 'bookable' annual leave, seven closed days (50.4 hours), and eight bank holidays (57.6 hours).

If you work part-time or for less than a full year, including term time only, your holidays are calculated pro rata. Term time only staff are expected to take their leave outside the periods they are contracted to attend for work.

Staff who are employed on contracts which provide guaranteed overtime should consult the calculator [here](https://collaborate.bham.ac.uk/hr/DocumentCentre/HRDC%20Documents/5/Open/UoB%20Holiday%20Calculator.xlsx) for the correct method of calculation.

If you start your University employment in late November or December, your holiday entitlement would be less than the Christmas closed period (2 bank holidays and between 3 and 5 closed days) which you will benefit from before the end of the holiday year. However, the University does not require you in this circumstance to carry forward a negative balance into the new holiday year, or seek to adjust your pay. Instead, the holiday calculator [here](https://collaborate.bham.ac.uk/hr/DocumentCentre/HRDC%20Documents/5/Open/UoB%20Holiday%20Calculator.xlsx) calculates your first holiday year as being for up to 15 months until the 31 December in the year after your start of University employment. For example, if you started a full time position on 24 November 2019, your first holiday entitlement would be 26 bookable days from 24 November 2019 until 31 December 2020 in addition to the bank holidays and closed days that fall on your working days. Thereafter, your holiday entitlement and holiday year would be from 1 January to 31 December.

Staff can also arrange to [buy additional leave](https://collaborate.bham.ac.uk/hr/DocumentCentre/_layouts/15/DocIdRedir.aspx?ID=HRDOC-337-1014)

# Administrative and other academic related staff

Full-time, administrative and other academic-related staff are entitled to 40 days (300 notional hours) off each academic year, made up of 25 days (187.5 notional hours) of 'bookable' annual leave, seven closed days (52.5 notional hours), and eight bank holidays (60 notional hours).

If you work part-time or for less than a full year (including term time only), your holidays are calculated pro rata. Term time only staff are expected to take their leave outside the periods they are contracted to attend for work.

Staff can also arrange to [buy additional leave](https://collaborate.bham.ac.uk/hr/DocumentCentre/_layouts/15/DocIdRedir.aspx?ID=HRDOC-337-1014)

# Academic staff

No specified periods of holiday are laid down for academic staff. Holidays must be taken in consultation with the Head of School, and normally outside term time in accordance with University practice.

All staff must take at least the statutory minimum holiday of 20 ‘bookable’ days (150 notional hours) a year which are set out in the Working Time Regulations.

Although academic staff do not have a defined number of annual leave days, in order to ensure that all staff receive appropriate time off for rest and recuperation, Core Systems will assume that full time Academic Staff holiday is 25 days (187.5 notional hours) a year, in addition to 8 bank holidays (60 notional hours) and 7 University closed days (52.5 notional hours), equivalent to administrative and other academic related staff. Part time Academic Staff are expected to take holidays pro rata. This does not affect the unspecified number of holidays under the conditions of employment for Academic Staff; holiday beyond 25 days can be arranged directly with your Head of School.

# Bank Holidays and Closed days

The University allocates 5 discretionary closed days at Christmas/New Year and 2 at Easter, totalling seven each year. However, the varying fall of the statutory holidays and weekends at Christmas/New Year means that although three closed days always fall between Christmas and New Year, the precise number of closed days before Christmas Day and after New Year’s Day will vary from year to year. This sometimes results in the number of closed days in a calendar year being six or eight instead of seven.

In order to avoid any confusion which may arise, the seven University closed days are assumed to accrue in each academic year, that is from 1 October to 30 September following. This is in line with the conditions of employment for academic and related staff, for whom a holiday year from October to September is specified. For support staff, their elective holiday year is based on a calendar year.

Bank holidays and closed days for the next year or two are [available here](https://www.birmingham.ac.uk/staff/employeebenefits/closed-days.aspx).

Staff who work part of the week, or for part of a holiday year, are entitled to a pro rata allocation of bank holidays and closed days: see [this guidance for more detail](https://collaborate.bham.ac.uk/hr/DocumentCentre/_layouts/15/DocIdRedir.aspx?ID=HRDOC-337-1260)

Staff appointed on contracts with guaranteed overtime have an enhanced entitlement: see the calculator [here](https://collaborate.bham.ac.uk/hr/DocumentCentre/HRDC%20Documents/5/Open/UoB%20Holiday%20Calculator.xlsx).

# Requesting Annual Leave

In 2019, up to the start of the new holiday year (1 October 2019 for academic and related staff, and 1 January 2020 for support staff) you should continue to arrange holidays with your manager. Thereafter, holidays must be booked via Core Systems. It is preferable that you discuss your annual leave requests with your manager before you enter them on [Core Systems](https://uobcore.bham.ac.uk/), following which your manager will be asked formally to approve your request.

Full time employees nominally working 5 days a week who work equal hours each day and who are employed for a full holiday year may request and book holiday in either days (or half days) or hours.

All other employees, to ensure they receive an equal and correct amount of paid time off, should request and book holiday in hours rather than days. These employees include the following:

* Part time staff
* Full time staff working compressed hours
* Part year staff
* Term time only staff
* Staff whose contracts do not cover the whole holiday year
* Support staff who work rotas
* Support staff shift workers
* Anyone who has increased or reduced their working hours during the holiday year

If you receive and book your holiday in hours, you should book off any bank holiday or University closed day that, if it was not a holiday, you would otherwise normally be scheduled to work.

Core Systems will keep a running total of the leave you have booked in the holiday year and the balance of your remaining entitlement.

For this purpose, all staff have a work pattern recorded in Core Systems. A work pattern sets out the days that you work and the hours that you work on those days. It is therefore critical that your work pattern is an accurate reflection of the days and hours that you normally work, as it determines the number of days/hours that will be deducted when you book leave.

You do not need to request permission to take leave on a Bank Holiday or University Closed Day unless you are scheduled to work on those days. If you are scheduled to work them, separate arrangements will be in place in substitution for those days: speak to your manager if you are in any doubt.

Remember that being on leave on a bank holiday or closed day reduces your leave entitlement by a day, or the equivalent number of hours, depending on your contractual entitlement.

# Carrying Leave Forward

Leave is provided for rest and recuperation and should therefore be taken in the year for which it is provided. Holiday cannot be carried forward except with the permission of your manager, and *only* where work obligations have prevented you from taking it. Up to 5 days holiday may be carried forward in these circumstances which must be taken within 3 months of the start of the holiday year.

If you have been unable to take holiday owing to prolonged sickness, please consult your manager.

The Working Time Regulations prevent payment in lieu of untaken holiday, except on leaving employment.

Sick leave and holiday

**Statutory holiday entitlement** (not contractual holiday) is built up (accrued) while a worker is off work sick (no matter how long they’re off).

Most workers who work a 5-day week are entitled to statutory holiday of 28 days’ paid holiday a year.

Any **statutory holiday entitlement** (not contractual holiday) that is not used because of illness can be carried over into the next leave year. [Taking sick leave - GOV.UK (www.gov.uk)](https://www.gov.uk/taking-sick-leave)

**Holiday entitlement for joiners**

If you join the University as an employee after the start of the holiday year your holiday for that year is pro rata to the length of your employment in the holiday year.

**Holiday entitlement for leavers**

If you are leaving University employment and have taken more holiday than your pro-rata entitlement (including bank holidays and closed days) in the final holiday year of your employment, the appropriate deduction will be made from your final salary payment.

Your manager may require you to take any outstanding holiday during your notice period.

If you have been unable to take all of your holiday entitlement before you leave, your manager may approve a payment to you in lieu of the outstanding entitlement. For this purpose, where necessary, holiday will be rounded up to the nearest half hour.

# For Further Advice

Please visit the [HR Service Portal](https://hrserviceportal.bham.ac.uk/)