

## Fixed Leave to Flexible Holiday – February 2019

### Questions & Answers

<p>Will I receive written confirmation of these changes?</p>	<p>Yes, the changes to your fixed leave and personal holiday entitlement are a permanent change to your contract of employment with the University.</p> <p>You will shortly receive a letter from the HR team confirming these contractual changes.</p>
<p>When do these changes take effect?</p>	<p>These changes are effective from the current leave year - 2018-19.</p> <p>With the exception of Easter (two days) and Christmas (eight days), the University will remain fully open with services available for staff and students.</p> <p>The fixed leave days that were scheduled in 2018-19 (Monday 15 April, Monday 20 May and Tuesday 21 May 2019) will now be normal working days and the University will remain fully open on these days.</p> <p>If you wish to take annual leave on some or all of these three dates, you should request this in the normal way via HR Connect.</p>
<p>Will HR Connect be updated to reflect these changes?</p>	<p>Yes, the three fixed leave dates in April and May 2019 will be converted to three days personal holiday entitlement for the remainder of this leave year. The additional annual leave day will also be added to your HR Connect record.</p> <p>From 1 September 2019, HR Connect will be updated to reflect the conversion of four fixed leave days to personal holiday entitlement which can be taken flexibly.</p>
<p>I am part time, how will this affect me?</p>	<p>Your annual leave entitlement will be pro-rated in the normal way. In regards to the allocation of the additional day, this will be based on your contractual hours as at the 1 February 2019.</p>
<p>Are there any plans to move away from fixed holiday days at Easter and Christmas?</p>	<p>There are no current plans to change the fixed holiday days over Easter (2 days) and over Christmas (8 days)</p>
<p>Can I opt to work on say two of the four fixed days and take the other two off as annual leave?</p>	<p>These four days are now flexible holiday and are now subject to the usual annual leave approval process that you follow when using your personal holiday entitlement.</p>
<p>I am not a member of UNISON and do not wish my fixed leave to automatically convert to flexible holiday. Can I opt out of this?</p>	<p>The University has an agreement with UNISON to negotiate on any proposed changes to University terms and conditions of employment for Professional Services staff at grades 1-7 on a collective basis. The agreement that has</p>

	<p>been made with UNISON therefore applies to ALL Professional Services staff at grades 1-7. If you fall within this category, it is not possible to opt of the agreement.</p> <p>In return for converting your fixed leave to flexible holiday you will receive an additional annual leave day on a permanent basis ((pro-rata if you are part-time and based on contractual hours as at 01 February 2019). You will have greater flexibility when to take this leave and in addition, if you have caring responsibilities and wish to take some or all of the four fixed leave days, your request will be guaranteed to be granted in 2018-19 and 2019-20.</p>
<p>I have booked a holiday around the current fixed leave days and need to be able to take this time off.</p>	<p>You should raise this with your line manager as soon as possible and request the day(s) that you wish to take annual leave on HR Connect.</p> <p>Wherever possible, employees who have planned holidays around the current 2018-19 fixed holiday dates will have their requests to take leave on these dates granted.</p>
<p>Do these changes impact all staff?</p>	<p>These changes impact all Professional Services staff at grade 1-7.</p> <p>Professional Services staff at grade 8 and above are not covered by the collective agreement with UNISON so whilst there is no automatic change to their fixed leave days, they have the option to convert the four fixed leave days to flexible holiday.</p> <p>Last year, members of the EIS voted to change these four fixed leave days to flexible holiday, so this change took effect from 1 September 2018 for all academic and research staff up to and including grade 7. Academic staff at grade 8 and above also have the option to convert these days to flexible holiday.</p>
<p>What annual leave entitlement do new members of staff receive?</p>	<p>Academic and research staff have been receiving the new annual leave entitlement since 1 September 2018.</p> <p>New Professional Services staff will receive the revised annual leave entitlement with immediate effect.</p> <ul style="list-style-type: none"> <li>• Grade 1-7 will receive 26 days personal holiday entitlement (increasing to 31 days after completing 5 years' service) and 10 fixed leave days per annum.</li> <li>• Grade 8 and above will receive 31 days personal holiday entitlement and 10 fixed leave days per annum.</li> </ul>

I would like to discuss this with someone. Who should I contact?

You can either discuss this with your manager or contact the HR team on 0131 455 3344 or [Humanresources@napier.ac.uk](mailto:Humanresources@napier.ac.uk)