



Annual Leave Policy

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Who can help?

- ☑ The People Team can provide support and advice with the application of this policy and answer any questions that you may have. Call the team on x3344 or email HumanResources@napier.ac.uk

- ☑ If you are a member of the Educational Institute for Scotland (EIS) or UNISON, you can receive support and advice from your trade union representative.

Other support

- ☑ [ACAS Guide Holidays and Holiday Pay](#)
- ☑ [HR Connect - Quick Guides](#)
- ☑ [HR Connect Self Service User Guide - Absence and Leave](#)
- ☑ [Annual Leave Entitlement - Ready Reckoner](#)

Please note

This policy does not form part of your contract of employment with the University and may be subject to change.



1. Context

We are committed to ensuring a positive work-life balance for our employees and recognise the importance of regular breaks from work. This policy aims to provide a fair approach to the accrual and taking of annual leave, ensuring that individual needs are balanced with operational requirements of the University.

2. Scope

This policy applies to all employees of the University.

3. Key Principles

- ✔ The University provides enhanced annual leave entitlement for all employees in excess of the statutory leave entitlement (28 days' paid leave each year).
- ✔ The University's annual leave year runs from 1 September to 31 August.
- ✔ All employees should use HR Connect to book and approve annual leave. Annual leave entitlement is shown in hours and is calculated to the nearest quarter of an hour.
- ✔ Early booking of annual leave is always encouraged so that service levels can be maintained. However, we understand that sometimes things cannot be planned far in advance so manager discretion should be applied and annual leave requests accommodated at short notice when practical to do so.
- ✔ Employees are encouraged to take at least one two-week break each leave year period. Whilst the suggested maximum amount of leave taken at one time is fifteen days, managers should exercise discretion and not unreasonably reject requests for longer periods of absence when sufficient notice has been provided to arrange service cover.
- ✔ Employees are encouraged to take their annual leave entitlement within the leave year period to ensure they have a sufficient period of rest and must, as a minimum, take their statutory leave entitlement each year. A maximum of five days (pro-rated for employees who work part-time) can be carried forward into the following leave year and can be taken at any point during that leave year.
- ✔ Annual leave entitlement is pro-rated for employees who work part-time and who join or leave part-way through a leave year. Employees do not have to work for a specified period of time before taking annual leave.
- ✔ Annual leave should be taken in full or half days. Only in exceptional circumstances should managers exercise discretion to approve holidays in hours, for example to facilitate the use of remaining hours at the end of a leave year.
- ✔ Annual leave should not be unreasonably refused and will be granted subject to individual preferences and operational requirements.
- ✔ There may be occasions when annual leave cannot be granted and no responsibility will be taken for any holiday deposit paid or other losses incurred in the event that an annual leave request is declined.

- ☑ Where an employee knows that they will be late returning from a period of annual leave they should notify their manager of their late return as soon as possible. Failing to do this may result in the additional time being categorised as unauthorised absence and may lead to potential disciplinary action.
- ☑ Employees are expected to use any outstanding annual leave entitlement prior to leaving the University. Managers can exercise discretion to authorise the payment of outstanding annual leave where an employee has been unable to take their annual leave due to particular operational needs. In the event where taken leave is in excess of the annual leave entitlement, a pro-rated adjustment will be made and deducted from the final salary payment.
- ☑ It may not always be appropriate for members of the University/Senior Leadership Team to take all of their outstanding annual leave entitlement prior to leaving the University. These employees should agree what element of any accrued annual leave will be taken during their notice period, and what element will be paid, with their manager.

4. Responsibilities

Employees

- ☑ Request all annual leave in full or half days providing as much notice as possible (annual leave can be requested in hours to use up hours remaining at the end of a leave year).
- ☑ Aim to use all annual leave entitlement during each leave year period.
- ☑ Where appropriate, establish peer group annual leave and coverage prior to submitting an annual leave request.

Managers

- ☑ Consider and respond to annual leave requests in a timely manner taking into account individual preferences, service needs and cover.
- ☑ Approve or decline (with explanation) all annual leave requests, as appropriate.
- ☑ Review and monitor annual leave of team members ensuring that leave is being taken and that holidays are planned in such a way that is appropriate for the area.
- ☑ Make every effort to ensure that employees who leave the University have the opportunity to take any accrued annual leave before they leave.

5. Annual Leave Entitlement

Annual leave entitlement is made up of personal holiday and fixed leave and is contained on an employee's HR Connect record.

- ☑ Details of fixed leave days are contained in the [appendix](#)

Part year

- ☑ When an employee joins the University, their annual leave entitlement for that year will be based on their start date until the leave year ends. They will accrue annual leave from the day they join the University.
- ☑ When an employee leaves the University, their annual leave entitlement will be based on the period from the start of the current annual leave year or their start date (if later) until their leave date.



Fixed Term	The pro-rated annual leave entitlement for an employee on a fixed term contract is calculated on the same basis as a starter/leaver and based on the same annual leave entitlement to that of a full time member of staff in the same employee group.
Part-time	The annual leave entitlement for an employee who works part-time is calculated on a pro-rated basis proportionate to their contracted working hours.
Compressed hours	The annual leave entitlement for an employee working compressed hours is calculated on the basis of their contracted working hours. The number of daily working hours will vary because longer working days are worked over fewer days.
Annualised	An employee with an annualised contract takes periods of unpaid leave throughout the year. Their pro-rated annual leave entitlement is calculated on the basis of the number of weeks worked and is paid in twelve equal payments during the year.
Zero Hour or Guaranteed Hour Lecturers	Zero Hour and Guaranteed Hour Lecturers accrue annual leave at a rate equivalent to the annual leave entitlement of a permanent Lecturer. Their pro-rated annual leave entitlement is calculated on the basis of the hours worked in the month and is paid each month. Annual leave does not accrue during periods of unpaid leave.
Weekend working	There will be times when employees whose work pattern include a Saturday and/or Sunday will not be able to work when the University is closed. These days are not part of the employee's fixed leave entitlement and should be deducted from their annual leave entitlement or worked on an alternative day subject to operational requirements.

☑ Examples of annual leave entitlement calculations are contained in the **appendix**


Carrying forward annual leave entitlement

In exceptional circumstances, employees can carry forward more than five days to the following leave year if one of the following reasons apply:

- ☑ Employees who have been on long term sick leave and have been unable to take their statutory annual leave entitlement before the end of the leave year can carry this forward.
- ☑ Employees who have been on maternity leave, adoption leave or shared parental leave and have been unable to take their annual leave entitlement before the end of the leave year can carry this forward.
- ☑ If there has been an exceptional business reason which has precluded an employee from taking their annual leave entitlement in a particular leave year, they can carry forward untaken leave subject to the approval of the relevant Dean or Director.

6. Annual Leave and Absence

Sickness absence during annual leave



Employees who are ill during a period of pre-booked personal holiday, may reclaim those days lost through sickness if they inform their manager on the first day of the absence, or as soon as practicable thereafter, and submit a medical certificate to cover the absence. The requirement to provide a medical certificate applies for all durations of absence.

If an employee is sick on a day they would not normally work (e.g. a weekend day, Fixed Leave day or a University closure day), they cannot reclaim this day.

Accrual of annual leave during sickness absence

Annual leave entitlement will continue to accrue during any periods of sickness absence and it is expected that it will normally be taken in the leave year it accrued. However, if an employee has been unable to take their statutory annual leave entitlement ¹ by the end of the leave year as a result of long term sickness absence, they can carry part or all of their untaken statutory leave into the next leave year. Any statutory annual leave carried over may not be carried forward again beyond the end of that leave year into a subsequent leave year.

Accrual of annual leave during maternity, adoption and shared parental leave

Annual leave entitlement will continue to accrue during any periods of maternity leave, adoption leave or shared parental leave. It is not possible for an employee to take annual leave during any of these types of leave so annual leave should be taken either before, or after, the period of leave. Employees are encouraged to use any untaken annual leave, including any that will accrue during their period of leave up to the end of the leave year before their period of leave commences. Annual leave that has accrued during the period of leave should be taken as soon as practicable upon return from these types of leave.

The employee and their manager should incorporate annual leave arrangements into their planning wherever possible.

Related Policies

- ✔ Sickness Absence Policy
- ✔ Maternity Leave Policy
- ✔ Adoption Leave Policy
- ✔ Shared Parental Leave Policy

Document Control

Author	The People Team
Date First Approved	August 2015
Last Review Date	October 2023
Review Frequency	2 years or as appropriate

¹ 28 days per year (pro-rated for an employee who works on a part-time basis)



Appendix 1 – Fixed Leave days

The employee's HR Connect record will confirm their fixed leave entitlement. If a fixed leave day falls on a normal working day, these hours will be deducted from the annual leave entitlement. If the employee does not normally work on that day, no hours will be deducted from their entitlement.

The dates and days of the week that fixed leave days fall can vary from year to year so the hours deducted from an employee's annual leave entitlement may vary slightly each year.

The standard fixed leave entitlement of 10 fixed leave days per year are shown below:

- ☑ Christmas and New Year (8 days)
- ☑ Good Friday (1 day)
- ☑ Easter Monday (1 day)

Employees at grade 8 and above who joined the University before 1 June 2018 have a fixed leave entitlement of fourteen fixed leave days per year. These employees can opt to convert four of these fixed days to personal entitlement to have the standard fixed leave entitlement of ten days (two at Easter and eight over Christmas).

Appendix 2 – Calculating annual leave entitlement

Annual leave entitlement for a full time employee comprises personal holiday and fixed leave and is calculated as follows:

- ✔ Personal holiday entitlement (in days) x full-time standard hours in a working day = **personal holiday entitlement in hours**
- ✔ Fixed leave entitlement (in days) x full-time standard hours in a working day = **fixed leave entitlement in hours**

The table below shows full time annual leave entitlement comprising personal holiday and fixed leave entitlement for all employee groups.

Employee Group	Personal Holiday entitlement		Fixed Leave entitlement		Total entitlement
	Days	Hours	Days	Hours	Hours
Academic HE2000 and Research	36 days	252 hours	10 days	70 hours	322 hours
Professional Services Colleagues and all Senior Managers	31 days	217 hours	10 days	70 hours	287 hours

Calculating annual leave entitlement for employees who work part of a leave year

Annual leave entitlement for a full time employee who works part of a leave year is calculated as follows:

- ✔ Full time personal holiday entitlement in hours x (total days service in the first year / 365 days)
- ✔ Full time fixed leave entitlement in hours x (total days service in the first year / 365 days)



For example, the total annual leave entitlement for the first year of employment for a full time Professional Services employee who joins on 1 October is 263.25 hours (rounded to the nearest 0.25 hours)

- 217 (full time personal holiday entitlement based on 31 days) \times $(335$ (total days between 1 October and 31 August) $/ 365)$ = 199 hours per year
- 70 hours (full time fixed leave entitlement based on 10 days) \times $(335$ (total days between 1 October and 31 August) $/ 365)$ = 64.25 hours per year

Calculating annual leave entitlement for employees who work on a part-time basis

- ✓ Full time personal holiday entitlement / hours in a full-time week \times contracted weekly working hours
- ✓ Full time fixed leave entitlement / hours in a full-time week \times contracted weekly working hours

For example, the total annual leave entitlement for an academic who works 28 hours per week is 257.5 hours (rounded to the nearest 0.25 hours)

- 252 hours (full time personal holiday entitlement based on 36 days) $/ 35$ (hours in a full time week) $\times 28$ hours (contractual weekly working hours) = 201.6 hours per year
- 70 hours (full time fixed leave entitlement based on 10 days) $/ 35$ (hours in a full time week) $\times 28$ hours (contractual weekly working hours) = 56 hours per year

For example, the total annual leave entitlement for a Professional Services employee who works 14 hours per week is 114.75 hours (rounded to the nearest 0.25 hours)

- 217 hours (full time personal holiday entitlement based on 26 days) $/ 35$ (hours in a full time week) $\times 14$ hours (contractual weekly working hours) = 86.8 hours per year
- 70 hours (full time fixed leave entitlement based on 10 days) $/ 35$ (hours in a full time week) $\times 14$ hours (contractual weekly working hours) = 28 hours per year

Calculating annual leave entitlement for employees working compressed hours

The work pattern of an employee who works compressed hours is made up of longer hours over fewer days so their daily working hours will vary for the number of hours in a standard day.

For example, a Professional Services employee who works the equivalent of a full time week on 4 days would work $35 / 4 = 8.75$ hours per day. The actual daily deduction from their annual leave entitlement will vary according to their work pattern.

When a fixed leave day falls on a non-working day, annual leave entitlement is not reduced for that day and hence is available to be booked as a personal holiday. The value will vary, depending on how the fixed holiday dates fall in that leave year.



Calculating annual leave entitlement for flexible working patterns

Where an employee works truly flexibly, they will be set up with a 'notional work pattern' on HR Connect. This work pattern assumes that they work 5 days per week and divides the contractual hours evenly across the days. If a better fit solution can be created in conjunction with the employee/manager, then it will be applied.

Calculating annual leave entitlement for security staff

Security staff work 40 hours per week, so the following calculation is used to calculate their personal holiday entitlement: $40 / 35$ (hours in a standard full time week for Professional Services staff) $\times 31$ days $\times 7 = 248$ hours per annum.

Calculating annual leave entitlement for casual workers

Casual workers are eligible to receive statutory annual leave entitlement which accrues during their employment.

Statutory leave entitlement is 5.6 weeks which is equivalent to 12.07% of hours worked over a year. [52 weeks – 5.6 weeks = 46.4 weeks / 5.6 weeks = 12.07%] 5.6 weeks are excluded from the calculation as the worker could not be at work during those 5.6 weeks in order to accrue annual leave. Annual leave entitlement accrues at the rate of 12.07% based on the hours worked and is paid in addition to their hourly rate.

Calculating annual leave entitlement for Agency workers

Agency workers receive an equivalent annual leave entitlement to a comparable permanent employee once they have completed an assignment of 12 weeks. Prior to the completion of 12 weeks service, they will receive statutory holiday entitlement.