HOLIDAY ENTITLEMENT GUIDANCE

1. INTRODUCTION

This guidance document outlines the entitlement for staff in relation to Annual Leave, Public Holidays, and Christmas Leave Days.

1.1 Purpose

The following guidance has been developed to provide information on leave entitlements.

1.2 Scope

This guidance applies to all employees, hereafter referred to as staff.

The University's HR/Payroll system (Keele People) includes a module for the booking and authorisation of annual leave. Keele People must be used across all staff groups and areas of the University for the management of annual leave.

2. GUIDANCE

2.1 Annual Leave

2.1.1 The annual leave year for staff is 1st October to 30th September.

2.1.2 Leave entitlements

2.1.2.1 All staff are entitled to the following leave (see 2.2.1.2 and 2.2.1.3 for additional info):

- Annual Leave: 30 days
- Public Holidays: 8 days
- Christmas Leave Days: the number of days will vary depending on the year and will be allocated by the University. Please refer to Annex A for further details.

2.1.2.2 Part-time staff

The above entitlements are pro-rated for part-time staff.

2.1.2.3 Working Pattern Adjustments

The leave entitlements specified in 2.1.2.1 are based on a standard working week (5 equal days). Individual entitlements are calculated in hours and are reflected, and deducted, in Keele People according to the recorded working pattern.

For example, someone working compressed hours of their full-time contracted hours, over 4 days instead of 5, would have leave calculated based on the full-time equivalent hours, however their annual leave is deducted based on the recorded working pattern for the relevant period.

2.1.2.4 Additional Annual Leave

The University operates a scheme which enables staff to purchase additional annual leave. Further information can be found on the People and Organisational Development website.

2.1.2.5 Entitlement on changing contracted hours

Where a member of staff changes their contracted hours during a leave year, Keele People will automatically re-calculate and adjust the annual leave entitlement.

2.1.2.6 Part-year working

Some staff who are employed on less than whole year contracts are not permitted to take annual leave during their working weeks. In such cases their paid hours (FTE) will be uplifted to reflect the annual entitlement.

2.1.3 Booking and taking annual leave

Annual leave can only be taken with prior approval from the member of staff's line manager. Requests to take leave should be made via Keele People, giving a reasonable period of notice (normally at least twice the length of the proposed period of leave).

There is an expectation that staff will fully utilise their annual leave entitlement during the leave year in which it is accrued.

Ordinarily annual leave will be taken in periods of either half or full days. Where staff members have hours which equate to less than half a day, this leave may be carried forward as part of the one week carry forward, see 2.1.4 below. It is expected that in most cases, annual leave will accumulate over time and hours of less than a day will increase to a bookable half day. Exceptionally, where staff wish to take all leave in year and there are hours which do not equate to half a day, the line manager, if agreeable, can contact people.support@keele.ac.uk. In such circumstances the record will be adjusted to increase leave to a bookable half day. The staff member and line manager would then need to agree that only the outstanding leave is taken on the day. For example, a staff member usually works 6 hours per day. They have 2 hours leave remaining which they wish to take. The line manger agrees that half a

day's leave can be recorded and booked but the individual will only finish work 2 hours earlier than scheduled.

Normally a single period of annual leave will not exceed three working weeks' duration, however longer periods can be requested. Any such requests must be made giving sufficient notice to allow managers to consider the request, taking into account operational/ workload requirements.

Line managers should determine local protocols to meet the service needs of their area of responsibility (e.g. limits on the amount of annual leave that can be taken in one block, specific times when annual leave cannot be booked, number of people in team that can be on leave at any one time, etc).

2.1.4 Carrying over leave

While it is expected that staff will take their annual leave within the leave year, there may be certain circumstances in which outstanding leave, up to a maximum of one week's contractual hours, may be carried forward to the new leave year. Annual leave should only be carried forward with the prior agreement of the individual's line manager.

Please note, Keele People will automatically manage the transfer of any agreed carry forward leave up to a maximum of one week's contractual hours, therefore where carry forward leave is **not** agreed, managers **must** notify people.support@keele.ac.uk prior to the end of the leave year (30 September) to ensure this is recorded correctly on the individual's Keele People record.

2.1.5 Annual leave entitlement when commencing or finishing in post part way through an annual leave year

For staff starting or leaving employment part way through an annual leave year, Keele People will calculate a pro-rata annual leave entitlement based on the proportion of the leave year for which they are employed.

2.1.6 Annual leave on termination of contract

On termination of employment, staff will be expected to take any accrued leave prior to their last day of employment and the University reserves the right to require staff to take untaken accrued leave during any notice period. In exceptional circumstances, where it is not possible to take the leave, payment in lieu of outstanding annual leave may be made.

If, on termination of employment, staff have taken holidays in excess of their accrued holiday entitlement, they will be obliged to repay the relevant amount to the University and this will be deducted from salary.

2.2 PUBLIC HOLIDAYS & CHRISTMAS LEAVE DAYS

2.2.1 Public Holidays

In addition to annual leave entitlement there is an entitlement to 8 paid public holidays (pro-rata according to working hours/ work pattern):

New Year's Day	Spring Bank Holiday
Good Friday	Summer Bank Holiday (August)
Easter Monday	Christmas Day
May Day	Boxing Day

Staff who are required to work on public holidays will be credited with annual leave as set out in the relevant Written Statement of the Principal Terms and Conditions of Employment.

2.2.2 Christmas Leave Days

In addition to annual leave and public holidays, the University will have designated leave days over the Christmas period, which will vary depending on the year. Entitlement to Christmas leave days, taking into account individual working hours/patterns, will be reflected in the leave balances in Keele People. Details of the allocation of Christmas leave days for each year can be found at Annex A.

2.2.3 Where public holidays and Christmas leave days fall on a normal working day, Keele People will use the recorded working pattern to deduct the relevant number of hours from the individual's total leave entitlement.

3. ROLES AND RESPONSIBILITIES

3.1 **Managers** are responsible for ensuring staff have appropriate opportunities to take annual leave throughout the year, and to action requests for annual leave in a timely manner. Managers must discuss outstanding annual leave balances in order to agree an appropriate carry forward amount, in accordance with 2.1.4, where applicable. Where carry forward leave is **not** agreed, managers must notify people.support@keele.ac.uk to ensure this is recorded correctly on the individual's Keele People record.

In addition, managers must notify people.support@keele.ac.ukof any changes to working patterns, and where any public holidays and/or Christmas leave days are worked to ensure leave records remain accurate.

3.2 **Employees** are responsible for ensuring they manage their leave requests appropriately and ensure leave is used in year, give reasonable notice for a period of leave, and to ensure annual leave requests are entered onto Keele People.

3.3 **People and Organisational Development** can provide further guidance on the application of this guidance if required.

4. RELATED POLICIES AND PROCEDURES

Not applicable

5. REVIEW, APPROVAL & PUBLICATION

5.1 As a general principle, this guidance will be reviewed periodically by People and Organisational Development.

5.2 This guidance is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment, or withdrawal.

5.3 This guidance will be published on the University policy zone web page and will also be accessible via the People and Organisational web pages.

6. ANNEXES

ANNEX A - UNIVERSITY CHRISTMAS LEAVE DAYS

7. DOCUMENT CONTROL INFORMATION

Document Name	Holiday Entitlement Guidance
Owner	Chief People Officer, People and Organisational Development
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For Office Use – Keywords	

ANNEX A - UNIVERSITY CHRISTMAS LEAVE DAYS

Introduction

The University will allocate additional leave per year for Christmas leave days. These will be allocated during the period when the University is at minimum operation (typically immediately prior to Christmas and between Christmas and the New Year).

A schedule of when Christmas leave days will be allocated, according to the day on which Christmas Day falls, can be found below.

It is the responsibility of line managers to notify People and Organisational Development where staff members are required to work during this period, to maintain core services, in order for appropriate adjustments to be made to the individual's Keele People record. Staff members will be able to take this leave at another time during the annual leave year, following the normal annual leave booking process.

Arrangements prior to the commencement of the Christmas Leave period

Irrespective of the date of the first day of the Christmas Leave period (whether this is a public holiday, or a Christmas leave day), the day immediately preceding it is a normal working day and should be treated as such in terms of start and finish times. Colleagues should expect to work their normal contracted hours on this day and therefore any staff member wishing to extend the holiday period must book annual leave to cover this day.

Allocation of University Christmas Leave Days:

When Christmas Day falls on a Monday, 3 days will be allocated

Monday 25th December (Christmas Day)	Public Holiday
Tuesday 26th December (Boxing Day)	Public Holiday
Wednesday 27th December	Christmas Leave Day (1)
Thursday 28th December	Christmas Leave Day (2)
Friday 29th December	Christmas Leave Day (3)
Monday 1st January (New Year's Day)	Public Holiday
Tuesday 2nd January	Return to Work

When Christmas Day falls on a Tuesday, 4 days will be allocated

Monday 24th December (Christmas Eve)	Christmas Leave Day (1)
Tuesday 25th December (Christmas Day)	Public Holiday
Wednesday 26th December (Boxing Day)	Public Holiday
Thursday 27th December	Christmas Leave Day (2)
Friday 28th December	Christmas Leave Day (3)

Monday 31st December (New Year's Eve)	Christmas Leave Day (4)
Tuesday 1st January (New Year's Day)	Public Holiday
Wednesday 2nd January	Return to Work

When Christmas Day falls on a Wednesday, 5 days will be allocated

Monday 23rd December	Christmas Leave Day (1)
Tuesday 24th December (Christmas Eve)	Christmas Leave Day (2)
Wednesday 25th December (Christmas Day)	Public Holiday
Thursday 26th December (Boxing Day)	Public Holiday
Friday 27th December	Christmas Leave Day (3)
Monday 30th December	Christmas Leave Day (4)
Tuesday 31st December (New Year's Eve)	Christmas Leave Day (5)
Wednesday 1st January (New Year's Day)	Public Holiday
Thursday 2nd January	Return to Work

When Christmas Day falls on a Thursday, 5 days will be allocated

Wednesday 24th December (Christmas Eve)	Christmas Leave Day (1)
Thursday 25th December (Christmas Day)	Public Holiday
Friday 26th December (Boxing Day)	Public Holiday
Monday 29th December	Christmas Leave Day (2)
Tuesday 30th December	Christmas Leave Day (3)
Wednesday 31st December (New Year's Eve)	Christmas Leave Day (4)
Thursday 1st January (New Year's Day)	Public Holiday
Friday 2nd January	Christmas Leave Day (5)
Monday 5th January	Return to Work

When Christmas Day falls on a Friday, 4 days will be allocated

Thursday 24th December (Christmas Eve	Christmas Leave Day (1)
Friday 25th December Christmas Day	Public Holiday
Monday 28th December	Public Holiday
Tuesday 29th December	Christmas Leave Day (2)
Wednesday 30th December	Christmas Leave Day (3)
Thursday 31st December New Year's Eve	Christmas Leave Day (4)
Friday 1st January New Year's Day	Public Holiday
Monday 4th January	Return to Work

When Christmas Day falls on a Saturday, 4 days will be allocated

Friday 24th December (Christmas Eve)	Christmas Leave Day (1)
Monday 27th December	Public Holiday
Tuesday 28th December	Public Holiday
Wednesday 29th December	Christmas Leave Day (2)
Thursday 30th December	Christmas Leave Day (3)
Friday 31st January (New Year's Eve)	Christmas Leave Day (4)
Monday 3rd January (New Year's Day)	Public Holiday
Tuesday 4th January	Return to Work

When Christmas Day falls on a Sunday, 3 days will be allocated

Monday 26th December (Boxing Day)	Public Holiday
Tuesday 27th December	Public Holiday
Wednesday 28h December	Christmas Leave Day (1)
Thursday 29th December	Christmas Leave Day (2)
Friday 30th January	Christmas Leave Day (3)
Monday 2nd January	Public Holiday
Tuesday 3rd January	Return to Work