Annual leave procedures

1. Leave year

1.1 The annual leave year runs from 1 April to 31 March. Annual leave is pro rata for part time employees. This procedure should be read in conjunction with the Special leave procedures and the Flexible Working policy and procedures which sets out further options for leave arrangements.

2. Entitlement

2.1 The annual leave entitlement for all employees is:
- on appointment 30 days paid leave;
- after five years recognised continuous service 33 days paid;

2.2 This entitlement is calculated on a pro-rata basis for the following:
- employees working part-time hours (see Appendix 1 for calculation);
- employees who join part-way through the leave year;
- employees on fixed term contracts;
- employees who receive an increase in annual leave allowance part-way through the leave year;
- employees who leave part-way through the leave year;
- employees who increase or decrease their hours of work throughout the leave year;
- employees who take unpaid leave throughout the leave year (see 6 below).

2.3 Three days annual leave will be automatically allocated to the holiday period between Boxing Day and New Year’s Day. Should sickness occur during this period a GP’s medical certificate will be required to reallocate the annual leave as un-taken.

2.4 Annual leave will be calculated in days, hour and minutes for full time employees. For part time employees the leave will be calculated in hours and minutes.

2.5 Annual leave will accrue at the contractual rate during periods of:
- sickness absence (full, half or unpaid);
- maternity leave;
- adoptive leave;
- foster leave;
- paternity leave;
- parental leave;
- unpaid leave (excluding career breaks).

3. Public holidays

3.1 Employees are entitled to eight paid statutory public holidays. Any other Special Public Holidays declared will also be with pay.
3.2. Part time employees will receive pro-rata entitlement to public holidays on their contractual hours of work. (See Appendix A– example 1 for calculation and Appendix B Record of Public Holiday Allowance).

4. Requests for annual leave

4.1. Employees must obtain approval from their line manager prior to taking annual leave. Line managers should take into account business need when approving annual leave and are entitled to refuse leave where the organisation would be at a detriment due to the absence. Examples of where leave may be declined are:
   • where a member of the same team has already received leave authorisation for the same dates,
   • where the leave request exceeds three weeks.

4.2. Employees must provide as much notice as possible when submitting an application for leave. Applications for leave must be made to the line manager via the electronic annual leave system.

5. Sickness absence and annual leave

5.1. An employee can take paid annual leave whilst on sickness absence (even when covered by a medical certificate) if they:
   • have exhausted their full occupational sick pay
   • are on half occupational sick pay
   • are on unpaid sickness absence
   • are on statutory sick pay (e.g. within the first three months of employment)

5.2. However, any rules relating to sickness absence will still apply.

5.3. Moving between sickness absence and annual leave will not 'break' the sickness, i.e. the period of sickness absence will be continuous if it relates to the same sickness or injury as prior to the period of annual leave. Taking annual leave during a period of sickness absence will not trigger a new entitlement to sick pay.

5.4. If an employee is sick whilst on annual leave, they are entitled for this to be replaced with sickness absence. In order to reallocate the leave entitlement on to the leave balance the employee must provide evidence of their sickness absence in the form of a medical certificate covering the whole period of the absence that overlaps annual leave. The same rules apply for the Christmas and New Year shutdown period. Any costs incurred by an employee for a medical certificate will be reimbursed via T&S.

5.5. If an employee is unable to take their annual leave due to sickness they are allowed to take it at some other time, therefore this leave can be carried over in to the next leave year. The carry over limit of 12 days would not apply in these circumstances and a business case would not be required.
Annual leave procedures

6. Recording annual leave

6.1. All leave must be recorded via the electronic annual leave system on MySite.

6.2. A normal half day for full time employees is 3 hours 42 minutes. This would be pro rata for part time employees.

7. Carry-over of leave

7.1. Employees are encouraged to take their full leave allowance during the leave year. Employees are not entitled to financial compensation for leave not taken by the end of the leave year. If an employee is unable to take their full allowance a maximum of 12 days (pro-rata for part time employees) can be carried forward to the new leave year. All carry over must be approved by the line manager and Head of Team. Once the Head of Team has given approval, the line manager can authorise the carry over via the annual leave system as usual.

7.2. All carry-over of leave should be taken by the end of September of the new leave year. It is the responsibility of the employee's line manager to manage any carry-over of annual leave.

7.3. Where employees have not been able to take their leave due to sickness absence, maternity, paternity, parental leave the 12 days carry over limit will not apply.

7.4. In exceptional circumstances, an employee can request to carry over more than 12 days leave. A business case must be submitted to their line manager and Head of Team/ Director/ CEO (as applicable) for approval and copied to HR.

8. Bring forward of leave

8.1. Employees may request to bring forward leave from the coming year up to a maximum of five working days (pro rata for part time employees). Line Managers must consider business need when dealing with such requests. The authorisation of this bring forward of leave will be done via the electronic system.

9. Purchase of Additional Annual Leave

9.1. This entitlement applies to all employees, however the terms may be amended at the discretion of HEFCW.

9.2. Employees should complete the Purchasing Additional Annual Leave Request Form, which must be approved by the line manager and is subject to the business needs of the organisation.

9.3. An employee may purchase up to five additional days per annual leave year (pro rata for part time employees). The additional days will be allocated to the leave account when
Annual leave procedures

the approved request is received. If this leave is not used in the annual leave year it can be carried forward into the next year, subject to the approval of the line manager.

9.4. Deductions will commence at the next payroll run following submission to HR. Payment for the additional leave will be deducted from salary either over a 12 month period or as a one-off deduction. The payment will be deducted from net pay, i.e. after deductions for Tax, National Insurance and pension have been made.

9.5. The formula for calculating a full time employee’s daily rate is annual salary / 260 (pro rata for part-time staff).

10. Termination of employment

10.1. HR will adjust the annual leave balance against their last day of employment. Employees leaving HEFCW must make every effort to use their remaining pro-rata annual leave entitlement by the date of leaving.

10.2. If an employee envisages that they will not be able to take their leave entitlement due to the needs of the organisation, they must make a business case with the line manager to request payment for the outstanding accrued leave. Any outstanding annual leave carried forward from the previous leave year will not be paid.

10.3. If an employee has been absent due to long term sickness and has been unable to take their annual leave entitlement, they will receive payment for untaken leave up to their date of leaving.

10.4. Employees who leave and have taken the purchased leave but not paid in full will have their final salary adjusted.

10.5. Employees who leave or have their employment terminated having exceeded their annual leave entitlement will be required to pay back the time taken. Their final salary will be adjusted accordingly (see Appendix A - example 3). Please refer to the Pay & Grading policy for calculation of one day’s pay.
## Annual leave procedures

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>July 2004</td>
<td>Policy updated each Pay and Grading Term</td>
</tr>
<tr>
<td>1.0</td>
<td>June 2006</td>
<td>Policy updated each Pay and Grading Term</td>
</tr>
<tr>
<td>2.0</td>
<td>Feb 2008</td>
<td>Policy updated to reflect statutory increases, OD, Style Guide &amp; EIA</td>
</tr>
<tr>
<td>3.0</td>
<td>Sept 08</td>
<td>Updated in line with legislative reference to maternity rules</td>
</tr>
<tr>
<td>4.0</td>
<td>March 09</td>
<td>Updated in line with legislation</td>
</tr>
<tr>
<td>5.0</td>
<td>Jan 2012</td>
<td>Updated following pay and grading 2010-11</td>
</tr>
<tr>
<td>5.1</td>
<td>June 2014</td>
<td>Updated in line with policy review project. Incorporated purchase of additional leave procedures</td>
</tr>
<tr>
<td>5.2</td>
<td>Oct 14</td>
<td>Amended following Management Board Sept 2014</td>
</tr>
<tr>
<td>5.3</td>
<td>Nov 14</td>
<td>Approved at Works Council following staff consultation</td>
</tr>
<tr>
<td>5.4</td>
<td>March 15</td>
<td>Approved at HR Committee</td>
</tr>
<tr>
<td>5.5</td>
<td>Aug 15</td>
<td>Impact Assessment</td>
</tr>
<tr>
<td>6.0</td>
<td>Oct 15</td>
<td>Minor amendments following Impact Assessment</td>
</tr>
<tr>
<td>6.1</td>
<td>Sept 18</td>
<td>Updated with new annual leave entitlements</td>
</tr>
<tr>
<td>6.2</td>
<td>Nov 18</td>
<td>Updated in line with new Leaver procedures</td>
</tr>
</tbody>
</table>
Appendix A

**Example 1 – Calculating leave - part-time hours**

J Evans works part-time 15 hours per week on Mondays and Fridays

28 days entitlement per year

28 days / 37 hours (full time) × 15 hours per week = 11.351351 × 7.4 hours per day = 83.99 hours

Total 83.99 hours per year

Plus 23 hours carried forward from the previous annual leave year = 106.99 hours

**Example 2 – Calculating recognised service**

R Jones – works full time

Entitled to 28 days leave

Effective from 1 August 20XX entitled to 33 days leave (having accrued 10 year’s service)

28 / 365 × 122 = 9.36 (28 days entitlement from 1 April to 31 July)

33 / 365 × 243 = 21.96 (33 days entitlement from 1 August to 31 March)

Carried forward 5 days from previous annual leave year

Total entitlement = 36.28

**Example 3 – Calculating leave at termination of employment**

C Lewis – works full time and terminates employment on 1 August.

Entitled to 28 days

Taken 8 days annual leave between 1 April to 1 August. Number of days from beginning of leave year to termination date = 123 days (01 April – 01 Aug)

123 / 365 × 28 = 9.43 days

9.43 days entitlement minus 8 days taken = 1.43 days outstanding leave at termination date.
Section 2 Calculation of public holiday entitlement for part-time employee for a full annual leave year

**Stage 1**

Calculate the number of public holidays X 7.4
ie: 8 X 7.4 = 59.20 hrs (B)

**Stage 2**

Contractual hours of work (A) X 59.20 (B) = E (bank holiday entitlement)  
\[
A \times B = E \\
37 \text{ (full time hours)}
\]

**Stage 3**

Deduct number of hours contracted to work during public holidays (C) from E (bank holiday entitlement)

E – C = _________________ hours due/owed = F.

If F is a plus figure, the hours will be added to the balance of the employee’s annual leave card.

If F is a minus figure, the hours will be shown as a deduction from the employee’s annual leave card.