

# HR Services

## Employee Handbook

### Guidelines on the Application and Monitoring of Annual Leave

#### 1. Introduction

Academic staff employed on permanent or fixed term contracts have a contractual entitlement to 35 days annual leave. This entitlement is additional to statutory holiday periods and any period when UEL is officially closed. It is clearly important that all line managers know when academic staff are taking leave entitlement. This is required (a) for effective deployment and management of UEL's human resources and (b) because UEL may be required to make a payment to an employee on termination of employment, and in drawing up a procedure for managing lecturers' leave UEL is mindful of the professional nature of lecturers' contracts and the fact that the timing of leave needs to take account both of University requirements and staff members, personal circumstances. These local guidelines have been developed to supplement employee conditions of service and assist both line managers and staff members to manage the process fairly and effectively.

#### 2. General Guidelines

2.1 The leave year commences on 1st September each year and ends on 31st August. This period coincides with the academic year, which comprises of three academic terms.

2.2 Since the main responsibilities of academic staff are normally most likely to be concentrated during the three terms UEL encourages staff members to take the majority of their annual leave outside of these periods. It is recognised, however, that certain valuable activities do also have to take place outside of semester periods and to provide the necessary cover some flexibility may exist for academic staff to take leave during semesters. This would only be where line managers were satisfied there were no detrimental effects upon the delivery or quality of the teaching programme.

2.3 It is of prime importance that UEL maintains its commitments to students and other clients. Deans of Schools, or their nominee, must therefore ensure coverage of essential activities at all times. Appropriate rotas must be drawn up for periods outside of the three terms semesters to ensure conformity with this obligation. Some liaison will inevitably result from this.

Equally, since leave entitlement is a personal benefit to staff members it is important that maximum flexibility is given to facilitate the taking of leave at times when the employee's circumstances suit. Many staff members will have domestic circumstances, which may require tailoring of arrangements with other employers and school holidays, etc. Deans of Schools, or their nominee, will therefore need to establish mechanisms to ensure that both University and individual requirements are met insofar as it is possible to achieve.

#### 3. Approval Process - Booking annual leave

3.1 On appointment to UEL, new members of staff will be given access to employee self service where they will be able to book annual leave. This will contain details of the start date, the annual leave entitlement applicable, and the allocated entitlement for the initial year. When an academic member of staff wishes to book annual leave s/he should log in to employee self-service using their UEL log in details. Their request for annual leave will be submitted to the line manager via self-service portal and an email is generated and sent to the line manager for approval. In booking annual leave, staff members should be mindful of the guidelines issued in 2 above.

3.2 The timing of holidays is subject to the agreement of line managers. Given that not all staff members will be able to take leave simultaneously and UEL will need to ensure appropriate coverage of essential activities, staff members should give as much notice as possible of the wish to take leave. Approval will be signified by the line manager approving the leave request via employee self-service portal.

In circumstances where the taking of annual holiday presents a difficulty, the staff member concerned shall be consulted with a view to alternatives in the hope of reaching mutually acceptable arrangements.

For those academic members of staff employed on part time contracts it will be necessary to equate the contractual entitlement to hours. The method to be used for this calculation is to use the equivalent full time hours of 252 (36 hours per week x 7 weeks leave entitlement) and to prorate them accordingly, using the proportion of time the staff member is employed on. Relevant entitlement against proportions of a full time post is set out below:

## Proportion of Post Annual Leave Entitlement

0.2	50 hours
0.3	76 hours
0.4	100 hours
0.5	126 hours
0.6	151 hours
0.7	176 hours
0.8	202 hours
0.9	226 hours

Part time academic staff wishing to take annual leave should book their total working hours for that day/week.

### 4. Carry Over of Holiday From One Year to the Next

Annual holiday entitlement for one calendar year should normally be utilised during that year. Exceptionally, Deans of School may agree to the carry over of a maximum of five days to the next leave year, to be taken by 28th February. Any carry over of more than five days may only be approved by the Vice Chancellor or his nominee. Leave outstanding at the end of a year not covered by the above arrangements shall be lost.

### 5. Accrual of Holiday

In the holiday year in which employment commences or terminates, annual holiday entitlement accrues on a pro rata basis for each complete month of service.

### 6. Payment in Lieu of Leave Not Taken

UEL does not make payments in lieu of leave not taken, except, for permanent staff members, during the last year of employment where the date of departure may be part way through the leave year and an employee may not have fully utilised his/her entitlement. In such circumstances a payment in lieu of leave not taken will be made in accordance with the formula set out in appendix 2. If a member of staff leaves having exceeded the accrued leave entitlement, an amount calculated with reference to the formula specified in appendix 2 will be deducted from final salary. No payment in lieu of leave not taken will be made to staff employed on fixed term contracts. Such staff members are expected to ensure utilisation of their leave allocation during the relevant contract period. Where a contract is for a period in excess of one year, however, similar carry over arrangements will apply as set out in part 4 above.

### 7. New Staff Members

Every effort will be made to meet the needs of new staff members in respect of any commitments to holidays already entered into. New staff members should apprise UEL of any holiday plans at the earliest opportunity. Where the booked holiday exceeds the new employee's annual holiday entitlement, consideration will be given to granting unpaid holiday.

### 8. Illness During Holiday

Staff members who are ill during a period of annual holiday may be entered to treat the days of sickness as days of sickness absence and count them against sick pay entitlement. They must satisfy UEL that the illness was genuine and must provide either a self certificate (for absences of up to seven days) or a doctor's certificate (for absences of more than seven days). Subject to management approval, days of annual holiday lost through illness may be taken again at a later date.

### 9. Holiday Entitlement During Illness

Holiday entitlement will accrue normally during periods of sickness absence except that during long term sickness absence where large periods of leave may be outstanding, staff members will not be able to transfer in excess of 5 days' leave from one year to another and the amount of leave that can be taken at the end of a particular year will be subject to the operational exigencies of the School and at the discretion of the Dean of School.

## 10. Matters of Grievance Relating to Annual Holiday Entitlement

Deans of Schools and academic members of staff are encouraged to resolve locally any differences over the approval and taking of leave. Any difficulty not able to be resolved by such means may be dealt with through UEL's Grievance Procedure.

### Appendix 1 - Table for Calculating Lecturing Staff Annual Leave

#### ***Entitlement on Joining UEL***

35 Days Leave (Rounded to nearest 1/2 day)

Month started	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Leave due	35	32	29	26.5	23.5	20.5	17.5	14.5	12	9	6	3

#### ***Entitlement on Leaving UEL***

35 Days Leave (Rounded to nearest 1/2 day)

Month started	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Leave due	3	6	9	12	14.5	17.5	20.5	23.5	26.5	29	32	35

#### **Note**

The formula for calculating pay of outstanding annual leave is 1/365.  
HR Services