

Annual Leave (Edinburgh Campus Only)

Entitlements are included in the Conditions of Employment given to staff on appointment. The leave year runs from 1 October to 30 September inclusive.

GRADES 1 - 5

The annual holiday entitlement shall be **28 days**. On the completion of 5 years service, 5 days additional annual leave entitlement is gained. The 5 year's service must have been completed by the start of the leave year (i.e. by the 1st October) in which the increase is to be applied.

Holidays will be taken at times convenient to the University. The holiday entitlement for a period of service of less than one academic year or for part time service is calculated pro rata.

On termination of your employment, holiday already taken will be deducted and the balance paid accordingly. Your holiday entitlement will be calculated on a 'pro rata' basis according to length of service in the current holiday year and your pro rata contract for part time staff. Should you have exceeded your entitlement at the time of your termination, then the appropriate deduction will be made from your final pay.

GRADES 6 - 10

Holidays are arranged within Schools/Sections/Institutes subject to an entitlement to **33 days**.

The holiday entitlement for a period of service of less than one academic year or for part time service is calculated pro rata.

On termination of your employment, holiday already taken will be deducted and the balance paid accordingly. Your holiday entitlement will be calculated on a 'pro rata' basis according to length of service in the current holiday year and your pro rata contract for part time staff. Should you have exceeded your entitlement at the time of your termination, then the appropriate deduction will be made from your final pay.

Buildings Closed Days

All Grades - The University has 9 or 10 fixed buildings closure days in a year - Good Friday and Easter Monday and 25th December to 2nd January inclusive and additionally 24th December where this day fall on a weekday.

**For details of your individual or Campus holiday entitlement please contact your HR
HR@hw.ac.uk**

For details of Semester dates, please see ([Academic Registry](#)).