

## AUDITING THE ARRANGEMENT, TAKING AND MONITORING OF ANNUAL LEAVE

### Introduction

The University aims to provide terms and conditions that support working practices, enable all colleagues to contribute effectively to the needs of the business and contribute to their achievement of an appropriate work/ life balance.

Annual Leave is seen as a vital element of the reward / remuneration package to allow colleagues to rest and recuperate effectively.

This Policy Statement sets out the basis on which annual leave should be arranged and taken. It has been developed in response to auditors' recommendations that annual leave should be recorded and monitored across the University.

As the University operates internationally, both through its campuses in Dubai and in Malaysia and through arrangements with partners in other jurisdictions, the Key Principles apply to all colleagues whether at based in the UK or overseas, however holiday entitlement may vary for overseas colleagues. In particular, the University shall ensure that its operations in Dubai and Malaysia meet the minimum requirements of the host country.

### Holiday entitlement

The annual leave year runs from 1<sup>st</sup> October – 30<sup>th</sup> September in any one year. Entitlement is 28 or 33 days according to the appropriate contract. Colleagues joining or leaving part-way through the leave year and colleagues on fixed term contracts will be advised of their pro-rata entitlement via HR.

The Buildings Closed Days and any additional days granted at the discretion of the University Secretary are advised via the University Calendar and all-staff e-mails as appropriate.

### Key principles

It is a key principle that all colleagues are expected to take regular breaks from work in the form of annual holiday and Buildings Closed Days and to make full use of their entitlement each year.

It is therefore a key principle that no more than 7 days annual leave (or equivalent pro-rated entitlement for part-time workers) may be carried forward to the next leave

year, with the advance agreement of the Head of School/Professional Service, provided such leave is taken before the Friday (Thursday for Dubai colleagues) in January immediately preceding the start of the new semester<sup>1</sup> in the following leave year. Colleagues who have been absent due to long-term sickness or maternity leave may be entitled to carry forward additional days; HR will advise on individual circumstances in line with the appropriate policy.

Annual leave is a contractual entitlement and iHR is the University's system to request and record annual leave going forward. Usage rates will be monitored and reported on to ensure everyone is taking their correct and fair entitlement.

## **General guidance**

All leave entitlement should be agreed and approved in advance with the line manager and recorded at local level via iHR. This is to ensure:

1. That the University can demonstrate due care under its Health and Safety obligations.
2. Each School/Professional Service/Department or team has appropriate cover for normal operational requirements and that deputies are nominated and authorised to take action/make decisions requiring urgent attention in the absence of the manager.
3. The University is able to account for end-of-contract payments made in lieu of holiday accrued but not taken and the risk of fraudulent claims is reduced.
4. For UK based colleagues, that at least the statutory minimum in accordance with the Working Time Directive of 28 days per year has been taken. Reasonable notice of a request to take annual leave should be given. Leave requests should not be unreasonably refused.

Where leave requests are refused, the Head of School/Service should provide, ideally in person, a brief explanation of why it is not possible to approve, for example, cover would be reduced to inappropriate/unsafe levels; it is a particularly busy time; completion of a project or meeting an important deadline would be adversely affected.

## **Lines of responsibility**

Heads and their Management Teams are responsible for ensuring that all colleagues have an equal opportunity to take their full amount of annual leave whilst ensuring minimal disruption to normal university business.

Heads are responsible for implementing procedures and utilising iHR to ensure there is an auditable record of leave entitlement, leave applied for, taken, and

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<sup>1</sup> See University Calendar for Details.

outstanding, for all colleagues at any time.

All Line Managers are responsible for local implementation of this policy

All colleagues are responsible for compliance with all policies and procedures relating to leave entitlement.