



Annual Leave Policy - Global Temporary easing of University Policy on Carry -Forward limits 2019/20, 2020/21 and 2021/22 leave years

The University Executive has agreed a further temporary change to the Global Policy on Annual Leave specifically relating to the amount of leave that may be carried forward into the 2021/22 and 2022/23 years¹.

This temporary amendment to the Policy continues to apply across all our global campuses.

First and foremost, the key principle is that everyone should continue to book and take their annual leave, to support our wellbeing and work-life balance.

We recognise, however, that as we recover from the pandemic and plan for a new way of working, ongoing critical business needs may make it difficult for some staff to book and take their full entitlement plus carried-forward leave in full in the current leave year.

The University Executive has therefore approved the continuation of additional carry forward leave as follows:

Where approved by the Head of School or Director of Professional Services for essential business reasons, staff may carry forward:

- up to 15 days or the pro rata equivalent in part-time hours into the 2021/22 leave year commencing October 2021 with no cut-off date
- up to 10 days or the pro rata equivalent in part-time hours into the 2022/23 holiday year commencing October 2022 with no cut-off date
- in the leave year commencing October 2023 the carry-forward maximum will revert to 7 days or pro rata equivalent with the normal cut-off date reinstated.

The normal “cut off” date to take carried forward leave will be removed in the 2021-22 and 2022-23 leave years, but any leave carried into the 2023-24 year must be taken by 15th January 2024.

Furloughed Staff in the UK

Those staff who were placed on furlough or flexi furlough at any time during the Furlough Scheme (March 2020-September 2021) had their balance adjusted so that leave accrued whilst they were on furlough was deemed to have been taken. As staff gradually return from furlough, in full or on flexi-furlough, any leave they accrue, or that has already been booked if greater, during this period will be deemed to be taken. It is anticipated that all furloughed staff will have returned at least in part by the end of the leave year and will therefore be able to book and take some holiday from the amount due between the end of their furlough period and the end of the leave year.

¹ The University Annual Leave year runs from October to September. Usually staff are permitted to carry forward up to a maximum of seven days annual leave (pro-rata for part-time workers) which should be booked and taken by 15th January the following year

Managers should continue to encourage all staff to take leave and use up their allowance in line with the Global Policy <https://www.hw.ac.uk/uk/services/docs/hr/policies/policy-holiday-entitlement.doc>

Process for booking current leave entitlement and additional carry-forward

- Wherever possible, managers should encourage full entitlement to be taken this year.
- All leave must be booked via Cloud ERP. Staff not using the system will not be granted any carry forward. All requests for carried forward leave must be approved by the Head of School or Director and forwarded to the HR Service Desk titled “Agreed Additional Leave Carry Forward”
- HR will enter the additional carry forward entitlement into Cloud ERP at each leave year end (September) as it will need a manual update.
- Therefore, Heads and Directors may wish to send one spreadsheet or list of staff for whom they have approved additional carry-forward; or as they approve the requests.
- HR will provide a report to Heads and Directors of the carry-forward entered into Cloud ERP for each individual at the start of the new leave year (October).

The Frequently Asked Questions have been revised to take account of this amendment and may be found here: <https://heriotwatt.sharepoint.com/sites/Coronavirusadvice/SitePages/Staff-FAQs.aspx> in the section under “Arranging and Reporting Annual Leave”.

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