University of St Andrews

Annual leave policy

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Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration of policies to the Governance Zone.	Published	Lisa Stewart, Human Resources	10/06/2019

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1. Introduction

1.1 It is recommended that all Schools/Units have a formal mechanism for requesting and recording annual leave. A sample form which can be used to request annual leave can be found in Appendix A. **A word version of this form can be found on the** HR policy page **or via the following** link. To record annual leave, the use of a spreadsheet is recommended. Human Resources hopes to introduce an online system of recording annual leave in the future.

2. Annual leave approval

2.1 The annual leave year runs from 1 August to 31 July each year. Holidays not taken by 31 December following the end of the leave year will be lost. The University requires staff to retain 3 days annual leave for the closure between Christmas and New Year.

2.2 A copy of the annual leave table for each grade can be found in Appendix B.

2.3 The final decision over whether or not annual leave is approved lies with the Head of School/Unit who should make sure that all members of staff within the School/Unit are aware of the person with delegated responsibility for authorising their annual leave.

2.4 Those responsible for approving annual leave should ensure the following:

- That employees, where possible, take the holiday entitlement due to them in the annual leave year period. Only in exceptional circumstances should leave be allowed to be carried beyond 31 December. Statutory days cannot be carried forward (25, 26 Dec, 1, 2 Jan, May Day). ***Part time employees are entitled to the pro rata equivalent of the 5 statutory days.***

- In Schools/Units where it is problematic for employees to take annual leave during the semester, employees should be notified of this. However, when such a request is unavoidable, if there is adequate cover, such requests should be considered and accommodated where possible. Likewise, where leave cannot be granted at a given time e.g. graduation, employees must be informed of this from the outset.

- Annual leave within each School/Unit should be co-ordinated to ensure that employees cover is always available unless a complete closure of the School/Unit/University is to take place.

- Whoever approves annual leave should ensure that they notify all relevant parties who will be affected (colleagues, students, etc.) and that a record is kept.

- Local rules, compatible with operational requirements, should be established so that all employees requesting leave of intervals of a week or more, are required to make the request in advance e.g. four weeks' notice before taking one week of annual leave, six weeks' notice before taking two weeks' annual leave.

- Where clashes arise over requests, people with school children or other caring responsibilities will generally be given priority during school holiday periods.

- Appropriate procedures are put in place to cover work during holiday periods.

2.5 All forms and guidance are available on the Human Resources policy webpage. If you have any queries, please email Human Resources or if you would rather speak to an HR colleague, you should call extension 3096.

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Appendix A – Record of annual leave

Please note: A word version of this form can be found on the HR policy page or via the following link.

Name			**Annual leave approver name**		
Requested start date	**Requested end date**	**Total working days**	**Total working hours**	**Overall balance**	**Approved (Y/N)**

Appendix B – Annual leave entitlement table

Grade and service	Total Holiday Due	Number of completed months											
		1	2	3	4	5	6	7	8	9	10	11	12
Grades 1 – 4 inclusive < 4 years' service	30	3	5	8	10	13	15	18	20	23	25	28	30
Grades 1 – 4 inclusive > 4 years' service but < 6 years' service	32	3	5	8	11	13	16	19	21	24	27	29	32
Grades 1 – 4 inclusive > 6 years' service	34	3	6	9	11	14	17	20	23	26	28	31	34
Grades 5 – 9 inclusive	34	3	6	9	11	14	17	20	23	26	28	31	34

- The five statutory holidays are not included in the above calculation. The statutory days are: 25, 26 December, 1 and 2 January and May Day. These days are fixed and cannot be carried forward. **Part time staff are entitled to the pro rata equivalent of the 5 statutory days**.

- Please note that all incremental holiday increases take effect on the August following e.g. four or six years reached on 15 September, additional days not due until start of following leave year.