

Annual Leave and Public Holiday Statement

Contents

1	Introduction	1
2	Annual Leave	1
3	Public Holidays	1
4	Calculation of Leave Entitlement	1
4.1	New Starts, Change in Hours, Leavers – Leave Calculator	1
4.2	Term Time Contract - Leave Calculator	2

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Statement

1 Introduction

This document outlines annual leave and public holiday entitlements of University employees.

2 Annual Leave

The University's annual leave year is 1 October to 30 September inclusive. Annual leave entitlements are as follows:

- Grades 1-5: **27 days per year**
- Grades 6 and above: **31 days per year**

Annual leave entitlement is taken by agreement with the line manager/Head of Department/School/Director and arrangements for taking and recording annual leave are determined at departmental level. For staff members working part-time, and for incomplete leave years, annual leave will be calculated on a pro-rata basis as detailed in Section 4.

Up to five days can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/Director may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff will normally take all holidays due to them prior to leaving the University's employment.

3 Public Holidays

The University currently recognises 11 days per year as public holidays. These days should be taken on days that the University is closed. Closure dates are published annually [here](#).

The University presently closes for four additional days (over and above the 11 public holidays) over the Christmas and New Year period. These additional days count against the annual leave entitlement.

For staff members working part-time, and for incomplete leave years, public holiday entitlement will be calculated on a pro-rata basis as detailed in Section 4.

4 Calculation of Leave Entitlement

To ensure consistent application of annual leave and public holiday entitlements through the University, the following calculators have been prepared. Each has a different purpose which is briefly explained below. Calculators can be accessed through the HR Policies and Procedures web pages under the Leave and Special Circumstances heading.

If you have any queries regarding the calculators, please contact humanresources@strath.ac.uk or through your normal HR team contacts.

4.1 New Starts, Change in Hours, Leavers – Leave Calculator

This calculator should be used to calculate annual leave entitlement for staff members who work part time, change their hours during the leave year, start during the leave year, or is leave during the leave year.

4.2 Term Time Contract - Leave Calculator

This calculator should be used to calculate the annual leave and public holiday entitlement for staff members who have a term time contract. Please note when calculating leave entitlement, the information entered into the calculator must only include active weeks within the working pattern. A new calculation should be completed for each active period within the staff member's working pattern.