



# Annual Leave & Public Holiday Policy

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## I. Introduction

We think it's important that all our staff receive adequate rest and relaxation from work. At Strathclyde we provide enhanced paid leave entitlements, over and above the legal minimum, to ensure you are supported to achieve a healthy work-life balance.

In this policy you'll find more information about your entitlements to paid holidays, how to request time off, how your entitlement is calculated, and more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

## 2. Who is Covered by This Policy?

This policy applies to all employees of the University.

Workers on flexible assignments should refer to their [Terms and Conditions](#) for information on leave accrual and taking leave under the terms of their flexible worker assignment.

## 3. Principles

- The holiday leave year runs from 1 October to 30 September.
- Entitlements to leave are pro-rated for part-time/term-time staff, and those who join or leave part-way through a leave year.
- Requests for leave will be considered in a fair and consistent way, taking account of individual and operational needs.
- When you take a period of leave, you'll continue to receive your normal salary (including contractual allowances where applicable).

## 4. Your Leave Entitlements

Your leave entitlement is made up of both **annual leave** and **public holidays**. If you're full-time and work a full year, you will get:

| Holiday Entitlement    | All Staff           |
|------------------------|---------------------|
| <b>Annual Leave</b>    | 31 days (217 hours) |
| <b>Public Holidays</b> | 11 days (77 hours)  |

If you're part-time or join/leave part way through the leave year, your leave entitlement is pro-rated. You can find further information about how your leave is calculated in our [Frequently Asked Questions](#) (staff login required).

If you are unsure of your entitlement, you might find our [annual leave calculator](#) (staff login required) helpful.

The exact dates of the public holidays vary from year to year. The dates are published each year on our [Academic Year Key Dates](#) web page. In years where Christmas and New Year fall on the weekend, the next available working day will be designated the public holiday.

In addition to paid annual leave and public holidays, you also have the option to purchase additional annual leave, as well as access to a range of other paid and unpaid leave options. To find out more, go to our [Leave, Time Off and Absence](#) (staff login required) pages on our People Hub.

## 5. Christmas Closure Period

The University closes for four days over the Christmas and New Year period, in addition to the 11 public holidays (although limited services do continue to operate).

Like the public holidays, the exact dates of the closure period vary from year to year and are published on the [Academic Year Key Dates](#) web page.

If you're not required to work during the closure period, you'll need to use some of your annual leave entitlement during this time. If you're full-time and work five days per week, Monday to Friday, you'll typically need to use **four annual leave days (28 hours) to cover the closure period**. But if you work part-time or work compressed hours, the amount of annual leave you'll need to use may vary.

## 6. How We Record and Manage Leave

Annual Leave and public holidays are recorded and managed by your manager or your local departmental administrator.

If you work part-time, term-time or compressed hours, your annual leave entitlement may be calculated in hours, rather than days. This is a practical approach to accommodate staff who do not work five days per week and/or whose length of the working day varies.

## 7. Booking, Amending & Taking Leave

Your manager, or departmental administrator, will automatically schedule absence for the public holidays and the Christmas closure days at the start of the leave year, based on your working pattern, so you don't need to request these days off. All requests for remaining holidays must be made through your manager.

Leave can be booked as half days or full days. If approved, a deduction will be made from your holiday balance, based on your scheduled work pattern.

If you want to make any changes or cancellations, talk to your manager.

## 8. What is Expected of You

As an **employee**, you're expected to:

- Request all annual leave through your manager, other than for public holidays and Christmas closure days which are booked automatically, based on your working pattern.
- Give reasonable notice of all leave requests.
- Take your annual leave entitlement within the leave year period and at regular intervals throughout the year.
- If you are leaving the University, take all outstanding holidays before your termination date.

As a **manager**, you're expected to:

- Ensure your team's annual leave is accurately recorded and monitored.

- Respond to leave requests fairly, especially during periods of high demand (for example, school holidays).
- Review and monitor the annual leave of your team. Try to ensure they take their leave at regular intervals throughout the year and excess balances are not being built up.
- Support team members to manage their workload, particularly during longer periods of leave and ensure there's adequate cover in place.
- Provide a clear explanation if you need to refuse a request for leave.
- Be sympathetic to requests for leave given at short notice, where there are good reasons for this, and show flexibility, if you can.
- Talk to your team and tell them if there are any times of the year where it may not be possible to approve requests for annual leave.

## 9. Annual Leave Carry Over

It's important that you get adequate rest and relaxation throughout the year, so you're strongly encouraged to use all your entitlement each leave year. But, if your manager agrees, you can carry up to a **maximum of five days** annual leave forward into the next leave year (pro rata for part-time staff). You cannot carry over more than this.

This maximum carry over does not apply if you've been unable to take all your entitlement due to being on a period of extended family leave (such as maternity, adoption, ordinary parental, or shared parental leave).

For staff on long-term sick leave, end-of year holiday balances may be carried over in line with our [Sickness Absence Policy](#).

Unless you're on extended family leave, long-term sick leave, or there are other exceptional circumstances, you must use any leave carried forward by 31<sup>st</sup> December of that leave year.

## 10. Holidays and Other Absences

You continue to accrue (build up) both annual leave and public holidays as normal during any period of **family leave** (such as maternity, adoption, paternity, ordinary parental, and shared parental leave). Please refer to the relevant family leave policy on our [HR Policies](#) page for further details.

For more information about how annual leave and public holiday entitlement is impacted by **sickness absence**, please go to our [Sickness Absence Policy](#).

## 11. If You Leave the University

If you leave the University, **you must use all your remaining leave entitlement before you go**. Your remaining leave is calculated pro-rata based on the number of calendar days worked between the start of the leave year and your termination date.

Your manager, or departmental administrator, will calculate your pro-rata entitlement. If you have any days remaining, you should discuss and agree when you'll take these days with your manager straight away. Payment for outstanding holidays will not normally be made unless there are exceptional circumstances.

If you've taken more holidays when you leave than you're entitled to, we'll deduct an equivalent number of days' pay from any final salary payment due or we'll seek to recover the money owed after your employment has ended.

## 12. Further Information and Support

If you have any queries about annual leave and/or public holidays, please talk to your manager or departmental administrator. A range of [frequently asked questions](#) (staff login required) can also be found on our People Hub.

## 13. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) (staff login required) on our People Hub.