

# UNIVERSITY OF ABERDEEN

## ANNUAL LEAVE REGULATIONS FOR STAFF GRADES 1-4

### 1 Introduction

These regulations supplement the provision in the General Terms and Conditions of Appointment for all Staff Grades 1-4 and apply unless the Statement of Particulars of Terms and Conditions of Employment make specific provision otherwise.

### 2 Annual Leave Entitlement

The University's leave year runs from 1 October to the following 30 September. If a member of staff wishes to carry forward annual leave to the next leave year, they should discuss and agree this with their line manager in advance. A maximum of seven days can normally be carried forward other than in exceptional circumstances (see section 6 below). Leave which has been carried over from a previous leave year and which has not been taken by 31 March in the calendar year following the leave year will be lost.

Full-time staff Grades 1-4 are, in any one leave year, entitled to 35 days' annual leave with pay. Part-time staff are entitled to annual leave pro rata to the full-time entitlement. Please note that 7 of these days must be used for Christmas and New Year Public holidays and the closed days in between unless the member of staff's role requires them to work on these days. This means the remaining allowance is 28 days for full-time staff and pro-rata for part-time staff.

The 35 day's entitlement will normally include:

- 24 days for annual leave
- 8 days for Public/Statutory/Local Holidays:
  - \*Christmas Day
  - \*Boxing Day
  - \*New Year's Day
  - \*2 January
  - Aberdeen Spring Holiday Monday
  - May Day
  - Aberdeen Summer Holiday Monday
  - Aberdeen Autumn Holiday Monday
  - \*(or days in lieu if these fall on a Saturday or Sunday)
- 3 University closed days to be taken at times determined by the University after consultation with the relevant Trades Union (presently at Christmas/New Year)

Staff Grades 1-4 are entitled to the following service-related additional annual leave:

- After five years of continuous service one day to be taken during the leave year (total 36 days)
- After seven years of continuous service one further day to be taken during the leave year (total 37 days)
- After twelve years of continuous service one further day to be taken during the leave year (total 38 days)

The annual leave entitlement will increase in the leave year after the continuous service date is reached.

Annual Leave should be arranged by agreement with the member of staff's line manager taking into account School/Directorate requirements, However, agreement of annual leave is ultimately at the discretion of the line manager.

Annual leave may be taken in consecutive days or in any other mutually convenient manner but not less than the equivalent of two normal working weeks will normally be taken during the summer vacation.

The University of Aberdeen is committed to protecting the health and wellbeing of staff and assist staff in achieving a healthy balance between their work and personal lives. Line managers should encourage staff to utilise their full annual leave entitlement.

### **3 Working During Public Holidays/University Closed Days**

The pay arrangements that apply for authorised work on a public/statutory/local holiday or on a University closed day are detailed elsewhere in the Statement of Particulars of Terms and Conditions of Employment (or the relevant Protocol).

### **4 Calculating Annual Leave Entitlement**

#### **Part-Time Staff**

A part-time member of staff who is employed throughout the whole year will be entitled to annual leave with pay calculated on a pro-rated basis from the standard annual leave entitlement. A member of staff (either full or part-time) who is employed regularly for only part of a year will be granted annual leave proportionate to their total period of actual service in the leave year. The pro rata calculation to establish their entitlement will be based on the overall annual leave entitlement (35 days).

Part-time staff working a standard 5 day working pattern (working Monday to Friday and the same number of hours each day) will be entitled to the same number of days annual leave as a full-time member of staff. The part-time staff member works shorter days than full-time staff but the same number of days.

Part-time staff working full days but fewer than 5 days per week will be entitled to the appropriate number of days.

Part-time staff who work over several days with a different number of hours worked each day should have their annual leave entitlement calculated in hours. For each day/half day taken as leave the number of hours deducted from the total entitlement should be equivalent to the number of hours the staff member would be expected to work on that day.

## **New Starts**

A member of staff entering the University service during the leave year will be entitled to receive paid annual leave proportionate to total complete months of service in the current leave year. The calculation of entitlement will be based on the overall annual leave entitlement of (35 days) or pro-rata for part-time staff.

## **Leavers**

An employee leaving the service of the University will be entitled before they leave to any accrued annual leave proportionate to actual service in the current year; and it is expected that this will be taken before they leave. In exceptional circumstances where it is not possible to grant outstanding annual leave, the Head of School or Section will be asked to approve an equivalent payment in lieu.

The calculation of outstanding annual leave will be based on the overall annual leave entitlement (35 days) less the days used. Annual Leave is awarded for complete months of continuous service, a complete month being the period between a date in one month and the immediately preceding date in the following month (e.g. 15 February to 14 March inclusive) or calculated from the start of the annual leave year.

Please download the [Annual Leave Calculator.xlsx \(live.com\)](#) to calculate your entitlement.

## **5 Reserve Forces**

Members of the Reserve Forces may be entitled to additional leave and pay, please see [Policy on Time Off For Public Duties](#) for further information.

## **6 Accrual Of Annual Leave During Periods Of Sickness Absence**

Where a member of staff has been absent through illness for a period exceeding a total of three months in any twelve-month period, entitlement to the statutory minimum annual leave will not be affected.

Any additional annual leave entitlement over and above the statutory minimum will not accrue during any period of absence in excess of three months in any twelve-month period.

In the event of sickness coinciding with any period of annual leave an employee is required to submit a doctor's medical certificate and will be regarded as being on sick leave from the date of the medical certificate and may retain entitlement to leave with pay, subject to the above, which they would have received had they not been absent through illness.

An employee who is sick at the time when their School/Directorate is closed for any of the 8 public, local or statutory holidays or the University-closed days does not normally receive an alternative day's holiday in lieu.

Any annual leave accrued during a period of sickness absence must be taken within 18 months of the leave year in which it accrued.

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