Leave policy
Effective date 1st August 2011.

Purpose
The purpose of this policy is to provide clarity on the University’s annual leave provisions.

Scope
This policy applies to all members of staff

Policy Detail

1. Annual leave entitlement
Basic annual leave entitlement is set out in the terms and conditions for staff and the University leave year runs from 1st October to 30th September each year. In addition to the normal public holidays there are a further four days’ leave each year, the timing of these additional days to be at the University’s sole discretion. It is expected however that these days will fall during the Christmas/New Year period. Public holidays and University fixed days will be applied pro rata to staff working on a part-time basis.

2. Calculation of annual leave entitlement
An annual leave calculator is available on the HR website to enable the calculation of annual leave entitlement for part-time staff and employees starting or leaving employment mid-way through the annual leave year. This can be found at http://www.ncl.ac.uk/hr/leave/calculator/index.php

3. Authorisation of annual and other forms of leave
All forms of leave must be requested and authorised in advance and will be subject to the reasonable needs of the unit. The nature of the University’s business is such that there may be specific times of the year when the taking of leave is restricted or prohibited, but these will be communicated to staff within the unit at the start of the leave year, and it is not expected that permission will be unreasonably withheld. All academic
units and services are required to maintain a transparent system for the requesting and authorisation of leave.

4. **Academic and research staff absence**

Annual leave for academic staff will normally be taken during university vacations. All absences from the University are granted at the discretion of the Head of Academic Unit and should be authorised in advance. Absences in excess of three weeks during term-time must be requested on the appropriate form via the Head of Academic Unit and authorised in advance by the Faculty Pro-Vice-Chancellor. In the majority of instances, the case for leave during term-time will be concerned with research and publication. Other purposes may also be appropriate, such as the development of new teaching skills or programmes, or to carry out concentrated work leading to improvements in management and administration. In all cases, the test to be applied is the benefit likely to accrue to the University as a result of granting leave during term-time.

The academic working week tends to be less precisely defined than that of support staff. For this reason, the University additionally requires all academic and research staff to keep their academic unit informed of any absence from the workplace (see below), to follow the expected arrangements in relation to each type of absence, and to ensure their personal contact details are kept up to date. Academic units are recommended to nominate a designated contact and to develop a system for recording this information.

<table>
<thead>
<tr>
<th>Reason for absence</th>
<th>Expected arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working from home</td>
<td>Staff should be contactable and are expected to respond to requests for information from their manager within the working day, unless arranged otherwise.</td>
</tr>
<tr>
<td>Working away from the office</td>
<td>Absence should be authorised in advance as detailed above. Staff should be contactable during their absence and should respond to requests for information from their manager within 24 hours, unless agreed otherwise.</td>
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<td>----------------------------</td>
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<tr>
<td>On annual leave</td>
<td>Annual leave should be authorised in advance as detailed above. There is no expectation that staff be contactable during periods of annual leave.</td>
</tr>
<tr>
<td>On sick leave</td>
<td>Staff must comply with the notification and reporting requirements for sickness absence as detailed in the Sickness Absence Policy. There is no expectation that staff are contactable for work reasons while on sick leave.</td>
</tr>
</tbody>
</table>

5. **Recording of annual leave entitlement and staff absences**

Academic and service units are required to maintain a central record of the annual leave calculation for each member of staff, including all academic and research staff. The unit must record and monitor all forms of leave taken by staff, and a balance of all leave both authorised and taken is to be maintained for each individual employee. This is important for a number of reasons:

i) The working time regulations require that all members of staff take a minimum of 28 days per annum inclusive of bank holidays. Recording annual leave is a means of ensuring that the statutory minimum leave is taken by all staff and of being able to verify this in the event of an audit.

ii) It allows a clear identification of when staff are working at home, in which case they may expect to be contactable, and when they are on leave in which case there should be no expectation of being able to contact that member of staff.
It is the normal expectation that staff should respond to requests for information from their manager within the working day or within 24hrs of receipt of the request depending on the time zone, unless they are on leave.

iii) It enables staff within the academic unit to provide a more responsive customer service to students and other callers and is an aid to planning meetings, workload etc.

iv) It is important for safety purposes for the academic unit to be aware who is expected to be at work and who is absent, for example in the case of a fire.

v) It enables the University to carry out the statutory monitoring of migrant workers within the unit.

6. Carryover of annual leave entitlement

The maximum number of days carried forward from one holiday year to the next will be limited to 5 days to be taken by 31 December in the new holiday year. This includes any holiday accrued whilst on sick leave. Provision will be made for the following exceptional circumstances:

- Accrued holiday untaken due to operational need (as agreed with the manager).
- Holiday accrued, by prior agreement with the manager, for exceptional holiday arrangements eg round the world trip.

Where sickness absence has prevented the member of staff from taking at least 28 days’ holiday (including public holidays and closure days) the balance may be carried forward and should be taken immediately on return to work either as part of a phased return to work or at a time to be agreed by the manager. In circumstances where a member of staff returns to work after long term sickness absence prior to the end of the holiday year, eg a return to work in August and has not taken or still has a large proportion of statutory holiday entitlement for that holiday year outstanding, they must, if requested to do so, take their statutory holiday before the end of the holiday year.
7. Pay in lieu of annual leave
The University will not normally make payment in lieu of holiday either during or on the
termination of an appointment and annual leave must therefore be taken prior to the
termination of the appointment.

8. Special and emergency leave provisions
Additional leave and flexible working arrangements may be available. Further details
can be found at http://www.ncl.ac.uk/hr/leave/special.php and
http://www.ncl.ac.uk/hr/benefits/flexible-working.php

9. Sickness absence
Staff must comply with the notification and reporting requirements for sickness absence
as detailed in the Sickness Absence Policy.

Responsibilities
All members of staff are expected to adhere to this policy and Heads of Unit are required
to have the necessary recording and monitoring systems in place to ensure
compliance with this policy.

Equality Impact Assessment
Not required.

Electronic File Reference
File Location: G/Family Friendly and other Leave/leave policy

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>August 2011</th>
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<tbody>
<tr>
<td>Approval</td>
<td>Consolidation of existing conditions of service</td>
</tr>
<tr>
<td>Policy Owner</td>
<td>Helen Cameron</td>
</tr>
<tr>
<td>Last Updated</td>
<td>July 2013</td>
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