The University of Huddersfield

Guidance for the booking and granting of academic holiday.

(To be read in conjunction with the Annual Leave Policy)

1. Some staff do not take their full entitlement, either through choice or because they fail to identify sufficient gaps in their working year to be able to take all their annual leave. Taking holiday is an important part of maintaining good health and staff should be encouraged to take all of their entitlement to ensure continuing good mental and physical well-being.

2. Planning holiday helps ensure that staff take their entitlement and enables managers to more adequately prepare and plan staffing needs throughout the year.

3. Where possible staff should submit requests for holiday plans by the end of Term One. Alterations may be made at a later date with the agreement of the line manager.

4. Managers have a responsibility to ensure requests for holiday are considered as they are received and decisions communicated to staff without undue delay, ideally within 5 working days of the request.

5. Managers will consider all requests for leave in conjunction with the needs of the individual, the business needs of the School, holiday requests already approved and the requirements within the team and department—no request will be unreasonably refused and if it cannot be approved an explanation will be provided.

6. Staff can request to book holiday into the following academic year prior to being issued with new Leave Cards. It is not possible to guarantee holiday requests made outside of the leave year but managers should consider all requests reasonably as detailed in point 5.

7. Changes to holiday already approved should be submitted to managers for consideration and decisions communicated to staff without undue delay, ideally within 5 working days of the request—no request to alter already approved holiday will be unreasonably refused and if it cannot be approved an explanation will be provided.

8. Staff wishing to make alterations to agreed holiday plans must submit a request for change at the earliest opportunity but not later than 5 working days prior to the planned absence.