Annual Leave

Entitlement
The annual entitlement for Academic & Research Staff is 37 days, Support Staff 30 days and Senior Staff 32 days. The annual leave year is from September to August.

Annual leave entitlement for part-time staff in the above groups is calculated on a pro rata basis.

Leave entitlement for new members of staff joining the University during the annual leave year will be calculated on a pro rata basis.

Carry forward of annual leave
Up to 5 days unused leave may be carried forward to the next leave year, pro rata for part time staff, to be taken within the first 4 calendar months of the new leave year.

Where it is not possible to take annual leave at the end of the leave year due to sickness absence, the full remaining entitlement may be carried forward and taken when practical during the new leave year in agreement with the line manager.

Re-instatement of sickness affected annual leave
Where staff fall ill either before or during a period of planned annual leave their leave entitlement will be re-instated with effect from the first day of illness on production of a 'Statement of Fitness for Work' covering the whole period of illness.

Taking annual leave during sickness absence
During long term sickness absence staff may elect to take a period of accrued annual leave. At least 2 weeks notice of this intention is to be given to the line manager who should then inform the relevant HR Manager. Confirmation of the period of annual leave will then be given to the staff member and amendments made to their Contractual and Statutory Sick Pay entitlement.

Payment in lieu of accrued annual leave
Payment in lieu of accrued annual leave may only be made on termination of employment.