Annual Leave Guidance

1. Introduction

This document consists of guidance to assist managers in implementing the Annual Leave Policy. This guidance applies to all staff.

2. Annual leave calculation

Calculation of contractual holiday entitlement:

The leave system calculates all leave in hours, based on an entitlement of:
- 222 hours (30 days) leave for Support Staff
- 244.5 hours (33) after 5 years continuous service for Support Staff
  *The 22.5 hours (3 days) pro-rata long service entitlement for support staff are included in the leave year in which the anniversary falls and each year thereafter.
- 244.5 hours (33 days) leave for Academic, Academic-Related and Research Staff
- 200 hours (27 days) leave for Associate Lecturers.

This will be calculated on a pro-rata basis for part-time staff and for AL staff on an annualised FTE. For the purposes of the leave calculation, a regular full-time working pattern constitutes 37 hours split across the week, comprising of 7.5 hours Monday to Thursday and 7 hours Friday.

The formula to calculate leave entitlement in hours is:

(For Support Staff: 7.5 hours x 24 days + 7 hours x 6 days = 222 hours
For Academic, Academic Related and Research Staff: 7.5 hours x 27 days + 7 hours x 6 days = 244.5 hours)
For Associate Lecturers: 7.5 hours x 22 days + 7 hours x 5 days = 200 hours)

Full-time equivalent leave entitlement in hours (222 or 244.5 or 200) / 37   x   Number of hours a week worked = leave entitlement in hours (rounded up to the nearest whole hour)

(For Associate Lecturer staff the number of hours worked per week is calculated as the FTE multiplied by 37.)

3. Calculating Bank Holiday and closure day entitlement for staff working part-time or irregular hours across the week

The dates of Bank or Public Holidays may differ between the four countries of the United Kingdom due to local variations. Each nation must confirm to People Services (people-services-systems@open.ac.uk) in advance of the new leave year starting, which 8 of the Bank or Public Holidays will be recognised for the forthcoming leave year for their nation.

Associate Lecturers working 37 hours a week are entitled to 59.5 hours (8 days) Bank or Public holidays per year. ALs working part-time or irregular hours across the week have their entitlement calculated as follows:

Bank or public holidays and closure days in hours x   Number of hours a week worked =
(normally 7 days x 7.5 hours + 1 day x 7 hours)   leave entitlement in hours (rounded
                    37   up to the nearest whole hour –
                                                                             e.g.138.8 rounds to 139 hours)

All other employees working 37 hours (5 days) a week are entitled to 59.5 hours (8 days) Bank or Public holidays and 22.5 hours (3 days) closure days.

Employees working part-time or irregular hours across the week have their entitlement calculated as follows:

Bank or public holidays and closure days in hours x   Number of hours a week worked =
(normally 10 days x 7.5 hours + 1 day x 7 hours)   leave entitlement in hours (rounded
                    37   up to the nearest whole hour –
                                                                             e.g.138.8 rounds to 139 hours)

(For AL staff the number of hours worked per week is calculated as the FTE multiplied by 37)

This leave would be taken when a Bank or Public Holiday and a closure day falls on a normal working day for the employee. Bank Holiday entitlement will be automatically calculated.

Where a part-time employee does not have sufficient entitlement to cover all of the Bank or Public Holidays and closure days, they should agree with their line manager to do one or a combination of the following:

- work additional hours to make up the shortfall;
- take annual leave;
- take unpaid leave;
- if under 7.5 hours, the shortfall will be waived.

Where a part-time employee is entitled to more Bank Holiday and closure day leave than is required to cover such days which fall when they normally work, they may take that leave at another time during the leave year in agreement with their line manager and subject to operational needs.

4. Annual leave for new starters joining part way through a leave year

A new employee who joins at any time of year other than 1 August is entitled to a proportion of the full year's annual leave entitlement. The calculation of annual leave will be based on the actual date of joining, and then rounded up to the nearest whole hour.

The leave system will calculate the actual entitlement, however if you do need to calculate manually the formula is:

Leave Entitlement   x   no of days remaining in leave year from start date
        365

5. Annual leave for employees leaving part way through a leave year

An employee who leaves the University at any time of year other than 31 July is entitled to a proportion of the full year's annual leave entitlement, plus any accumulated leave, less any leave already taken during that leave year. The calculation of annual leave will be based on the actual date of leaving, and then rounded up to the nearest hour.

Line managers should encourage employees to take leave, wherever possible, prior to the date of termination.

Where outstanding leave is to be paid as part of the final salary settlement, the line manager should certify the amount outstanding. The system will notify Staff Payments.

Any outstanding leave to be paid as part of the final salary settlement is calculated as follows:

$$\frac{\text{Basic Salary}}{260} \quad x \quad \text{number of days outstanding leave}$$

6. Annual leave for employees transferring internally within the University

Where an employee transfers to another Unit of the University, any outstanding leave to be taken prior to the transfer date or transferred to the new job should be agreed by the new line manager as notified by the Head of Unit, and the individual concerned.

Where the internal transfer involves a change in Terms and Conditions and therefore a change in contractual holiday entitlement, annual leave will be recalculated in the system.

7. Useful references

Annual Leave Policy
Annual Leave Policy for Associate Lecturers
Guidance on Part-Year Appointments
Unpaid Leave Policy