Birkbeck College - Annual Leave Policy

1  Policy

The College has excellent annual leave arrangements. It is something that we value for all our employees; a time to refresh at times throughout the year. All Birkbeck employees have the same pro rata amount of leave.

Managers are encouraged to enable all of their employees to take all of their annual leave during the course of the year. Employees are encouraged to take all of their annual leave during the course of the year.

2  Application and Scope

This policy applies to all employees whose terms and conditions have been harmonised under the National Framework Agreement.

3  Principles

Annual Leave Year and entitlement

The annual leave year is from 1st October to the 30th September, unless varied by specific arrangement. Annual leave entitlement for full-time employees is as follows:

<table>
<thead>
<tr>
<th>Annual Leave Days</th>
<th>Bank Holidays</th>
<th>College Closure Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 days</td>
<td>8 days</td>
<td>6 days</td>
<td>39 days</td>
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Academic employees have flexible working arrangements reflecting the nature of their jobs. Leave entitlement is standardised as outlined above.

Where more generous arrangements have been formally agreed, for example in relation to TUPE or associated with the implementation of the National Framework Agreement, then these will take precedence.

Good practice advocates advance notice of requests for annual leave and also that leave taken is monitored.

Bank Holidays

The College recognises the following eight English Bank Holidays:

- New Year’s Day
- Good Friday
- Easter Monday
- May Day Bank Holiday
- Spring Bank Holiday
- August Bank Holiday
- Christmas Day
- Boxing Day
Time off lieu will be confirmed when employees are asked to work on a Bank Holiday in line with the arrangements in the ‘Hours of work, Overtime and TOIL’ policy.

**College Closure Days**

The College closes for normal business during the Christmas and Easter leave period. These days are referred to as College Closure Days. There are six College Closure Days in total. Birkbeck employees enjoy paid annual leave at this time. As with public holidays, a pro rata entitlement will be given to part time employees, which they must deduct each time there is a College Closure Day, where this is a day where they would otherwise have been working.

**Religious Festivals**

Birkbeck will support requests for time off during religious festivals, including those not covered in agreed leave arrangements. Time off, in the form of annual leave, will be agreed at these times with reference to College needs and requirements and employees must use their annual leave entitlement for this purpose. Employees must advise their Line Manager that this is likely to occur, to enable the effective planning of leave arrangements.

**Part Time Employees**

All employees receive paid time off as annual leave. This is pro rata for part time employees. Birkbeck has harmonised its terms and conditions of employment, including annual leave, so that all employees receive an equivalent entitlement regardless of their pattern of work.

**Carry Over of Annual Leave**

Leave may be carried over to the next annual leave year. This must be agreed in advance with the Line Manager. A maximum of five days leave may be carried forward to the following leave year. For part time employees this will be pro rata. Employees on maternity leave will be able to carry over their statutory annual leave entitlement.

All leave not given permission to be considered as carry over leave will be lost. The College will not pay employees for leave not taken as an alternative to carrying it over to the next leave year.

**Joining Birkbeck**

New employees joining the College part way through a leave year will be granted a proportion of the annual leave entitlement for each completed calendar month of service during that leave year. This will be calculated as a proportion of the leave year. Employees changing jobs within the College are encouraged to use their accrued leave prior to moving to their new role or to gain prior agreement with their new Line Manager to carry over accrued leave.

**Leaving Birkbeck**

Employees leaving the College are expected to take any outstanding leave entitlement during their notice period. Outstanding leave dates must be agreed with the Line Manager. Where this is not possible due to the constraints of the service, employees may receive payment for any days leave carried over from the previous leave year, and the proportion of entitlement for the period during which they have worked during the final leave year.

**Accrual of Annual Leave**
Annual leave may continue to accrue when the employee is absent from the College. This will only apply in specific circumstances such as maternity leave; adoption leave; paternity leave; and long term sickness absence. Please refer to the relevant leave or absence policy for further guidance.

4 Responsibilities

All Birkbeck employees are responsible for managing their own annual leave. This summary makes this clear.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsible for</th>
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</table>
| Employees        | ▪ Keeping a record of annual leave allowance and leave taken.  
                   ▪ Identifying well in advance situations where the amount of leave untaken may lead to difficulties. |
| Managers         | ▪ Will authorise and monitor annual leave for their employee.  
                   ▪ Will assist employee in identifying situations where the amount of leave untaken may lead to difficulties. |
| Human Resources  | ▪ Providing guidance on the policy.                                             |

5 Related Documents

Links

- Annual Leave Guidance and Calculation – See following section.
- Annual Leave Record Form
- Maternity Leave Policy
- Adoption Leave Policy
- Career Breaks Policy
- Family, paternity and parental Leave Policy
- Hours of work, Overtime and TOIL
- 7 Leave of absence procedures for Academic employee
- 8 Leaving Procedures Policy
- 9 Public Duties Policy
- 10 Sickness Absence Policy

Policy Review

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<tr>
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Birkbeck College - Annual Leave Guidance

1 General principles

Please refer to the Annual Leave Policy.

2 Annual Leave Record

Each Birkbeck employee has an annual leave record. It is important that this is maintained and accurate. Speak to your Line Manager if you need guidance.

<table>
<thead>
<tr>
<th>Leave</th>
<th>Days</th>
<th>Equivalent Hours</th>
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</thead>
<tbody>
<tr>
<td>Annual Leave Days</td>
<td>25 days</td>
<td>175 hours</td>
</tr>
<tr>
<td>Bank Holidays</td>
<td>8 days</td>
<td>56 hours</td>
</tr>
<tr>
<td>College Closure Days</td>
<td>6 days</td>
<td>42 hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>39 days</strong></td>
<td><strong>273 hours</strong></td>
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This will be pro rata for part time employees.

3 Management of Annual Leave

When an employee wishes to take annual leave there is also a judgement to be made in respect of the needs of the School, Department or wider College. Managers are responsible for ensuring that the minimum levels of service are maintained.

To make the management of annual leave work in practice:

- Employees must present a request for leave to their Line Manager for approval. Employees should ensure that reasonable notice of proposed holiday dates is given so that Managers can consider the wider business needs.

- All employees must ensure their annual leave record is accurate and up to date. Employees in staff groups Professional & Support and Research must ensure that their Line Manager has signed their annual leave record form to show their agreement, before taking each period of leave.

- Academic employees must take their leave during College vacations and ensure that it is recorded on their Annual Leave Record Form.

- Teaching employees must take their leave at times when they are not required to teach or undertake associated duties.

- Line Managers should ensure employees effectively manage their annual leave.

- The College reserves the right to refuse leave or postpone leave by notifying the employee within five working days following the request. Such notice is expected to be at least twice the number of days’ leave that the employee member wishes to take as annual leave.

- Due to seasonal or other demands, some Schools or Departments may not be able to permit employees to take their leave at certain times of the year. In the unlikely event that this occurs, the Line Manager will clearly explain the reasons for this.
• Employees are encouraged to take leave in full days rather than half days wherever possible. It is recommended that at least one period of leave of two calendar weeks is taken during each year so that employees get an adequate rest break from the work environment.

• Line Managers will confirm the amount of any outstanding leave for their employee on resignation or termination of employment to the employee and Human Resources. Employee’s summarily dismissed for gross misconduct or resigning without notice will forfeit any outstanding leave pay in excess of their statutory entitlement.

• Employees who have resigned and are working their notice need to be aware that any outstanding leave may be either prohibited or required to be taken at the discretion of the Line Manager.

• Payment for all leave is at the same rate of pay as for normal contractual hours at the time of the leave or at the date of leaving in the case of accrued leave pay. Allowances will be included in the rate of pay where this is specified within the contract.

• All employees must endeavour to take their accrued annual leave entitlement prior to the end of their contract of employment with the College. In exceptional circumstances, where this has not been possible due to work demands, any outstanding annual leave will be paid in lieu at the date of leaving.

Leaving Birkbeck – Outstanding Leave

Any approved outstanding/owed leave at the employment end date will be paid. Where a Birkbeck leaver has taken more than their accrued leave entitlement on the last day of service, the College will deduct the equivalent payment from the employee’s final pay.

4 Part Time Employees

4.1 Leave Entitlement

Under the Part-time Workers Regulations 2000, the College will ensure that it does not treat part-time employees less favourably than comparable full-time employees. Entitlement to leave is covered by these regulations and part-time employees should therefore receive a leave entitlement (including Bank Holidays and College Closure Days) which is pro rata to their part-time work.

The standard annual leave entitlement for a full-time employee is 39 days. This includes annual leave days, public holidays and College Closure Days. This equates to an annual leave entitlement of 273 hours (calculated on the basis of 7 hours per day × 39 days).

Part-time employees are entitled to the same rights (pro-rata) as full-time employees. Therefore, in order to ensure a consistent and fair approach to public holidays, and College closure day entitlements, all part-time employees will have a number of hours allocated to them to cover these entitlements.

4.2 Leave Recording

Part time employees working different hours on different days should record, using their annual leave record card, the number of hours that would normally have been worked on the day that leave is taken.
Part time employees working consistent hours on each day should record the number of hours they would normally have worked on the day that leave is taken.

If a Bank Holiday or College Closure Day falls on a normal working day, then the employee should record, using on their annual leave record card, the number of hours they would have worked on that day. The employee must deduct the number of hours worked from the Total Leave Entitlement.

"As an example, if you normally work half a day on a Monday, and you wish to take it as an annual leave or it is a Bank holiday, record 3.5 hours (half a standard day) as the leave taken."

If a Bank Holiday occurs on a day when you would not normally work do not record any hours leave taken.

5 Annual Leave Entitlement - Calculator

The Annual Leave Policy will have a linked web enabled automatic leave calculator. This will enable all employees, and their Line Managers, to automatically calculate their annual leave entitlement. It will cover all scenarios and will quickly confirm the actual leave entitlement for any circumstance.

All queries on annual leave should be raised directly with the Line Manager in the first instance. Any subsequent queries or queries on the annual leave calculator should be raised with Human Resources.

Links

- Annual Leave Entitlement Calculator – http://www.bbk.ac.uk/hr/policies_services/Annualleave/appendicies
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