

HUNTINGDONSHIRE REGIONAL COLLEGE

Annual Leave Policy

1. Principles

- 1.1 The College will do its best to satisfy all holiday requests within the terms of the contract of employment.
- 1.2 All staff are encouraged to take their full holiday entitlement in each year, including statutory and efficiency days.
- 1.3 All staff are required to complete an annual leave card and get it signed by their line manager, prior to them taking annual leave.
- 1.4 Line managers and individuals have a joint responsibility to ensure that holiday is planned and taken in full during the leave year (however see point 4 below).
- 1.5 In line with equality and diversity as promoted throughout the college, annual leave will be granted to all members of staff on an equal basis.
- 1.6 The College will endeavour to keep periods of 10 days at Christmas, 6 days at Easter and three weeks during the Summer as free as practicable from college meetings. The objective is to facilitate leave and professional activity during these periods for as many academic staff as possible.
- 1.7 The timing of leave needs to be agreed between the individual and their line manager. Any staff who feel that their annual leave request has been declined unfairly should firstly discuss this with their line manager and if they are still not satisfied, should consult the appropriate member of the Senior Executive Team.
- 1.8 Designated opening advice/enrolment/admin days for the period of this holiday entitlement are published in advance on the College Calendar.
- 1.9 Each learning department must provide by rota cover for those days when the College advertises that advice and guidance are available during the summer.

2. Entitlement

(All entitlements are pro-rata where a member of staff is on a fractional contract)

Support Staff

The minimum annual leave entitlement for support staff is 20 days per annum.

Further to completion of five years continuous service by the start of the leave year (1 August) a member of staff will gain an additional five days annual leave per annum.

Further to completion of an additional five years continuous service by the start of the leave year (1 August) a member of staff will be awarded one additional day of annual leave, up to a maximum of 27 days per annum.

In addition to this staff are entitled to statutory bank holidays as detailed in 3 below.

Support staff who are contracted to work less than 52 weeks per year should NOT take holidays during term time. If, exceptionally, special leave is granted during term time, it would normally be without pay and must be agreed by the Line Manager and the Vice Principal Service Excellence.

Academic Staff

In each holiday year academic staff are entitled to 36 days annual leave.

Academic staff are entitled to continuous holiday as follows:

- a minimum of 15 continuous days in the summer period between the end of the July and the start of the August administration/enrolment weeks.
- 10 continuous days at Christmas
- 6 continuous days at Easter.

Academic staff are also entitled to statutory bank holidays as detailed in 3 below.

Academic staff should **NOT** take holidays during term time, admin/enrolment/advice days/weeks except in exceptional circumstances and with prior approval of their Learning Director and the Vice Principal Curriculum and Learner Achievement.

Senior Executive Team

Annual leave should be taken in accordance with the terms and conditions of their current contract of employment.

3. General Information

- 3.1 The annual leave period for all staff is 1 August to 31 July in each year.
- 3.2 For the year of entry and the year of termination holiday entitlement is calculated as a proportion of the annual leave year worked.
- 3.3 In addition to the entitlements stated in 2 above, there are eight days of statutory holiday each year: Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, May Day, late Spring Bank Holiday (Monday), late Summer Bank Holiday (Monday).
- 3.4 There is one day extra-statutory holiday which is to be taken at Easter.
- 3.5 The Corporation grants five concessionary day's holiday to be taken in the Christmas/New Year period at a time agreed between the Corporation and the recognised unions.
- 3.6 The timing of all holiday is subject to the agreement of your line manager.
- 3.7 If, on the termination of your employment, you have exceeded your accrued holiday entitlement, the Corporation will be entitled to deduct the excess from any sums due to you, including payments of salary. If, on the other hand, you have any unused holiday entitlement, the Corporation may require you to take it during your notice period or may alternatively pay you the appropriate sum in lieu.

4. Carrying Over Holiday Entitlement

All staff are encouraged to take their full holiday entitlement in each year, including statutory and efficiency days. However, the college understands that it is not always possible to do this. Staff may

therefore carry over a maximum of five days (pro rata if fractional) annual leave to the next leave year subject to the agreement of your line manager.

Any days taken forward to the next year must be taken by the end of September within that year.

5. Equality and Diversity Impact Assessment

The College believes that this policy will not adversely affect any minority group