

HOSPITALITY SERVICES

ANNUAL LEAVE GENERAL GUIDELINES

Whilst it is the intention to allow individuals discretion to choose their holiday dates as far as possible, the Hospitality Services Division also has a responsibility to maintain satisfactory levels of service to the University throughout the year including peak holiday periods. All holiday dates must therefore be mutually agreed with Line Management taking into account operational needs and the holiday requests of all staff within the Service.

In order to help facilitate this and to maximise the opportunity of employees being able to take holiday on their preferred dates, the following rules and guidelines will apply:

- Employees must always check the potential suitability of any proposed holiday dates with their immediate Supervisor/Manager giving as much notice as possible and at least double the amount of notice as the amount of holiday requested. A holiday request booking form must be completed and unless otherwise expressly agreed, staff should not commit themselves to any firm bookings / expenditure or arrangements until the form has been authorised in writing by the appropriate Manager. Managers must respond promptly to holiday requests as soon as reasonably practicable. The University cannot under any circumstances be held responsible for any losses sustained by employees as a result of booking a holiday prior to receiving the necessary authorisation.
- Line Managers and Supervisors are responsible for monitoring and maintaining adequate staffing levels in their areas of responsibility and will aim to process and authorise leave requests within 48 hours of receiving the request, provided the leave period requested is no more than 2 weeks and is made no more than a year in advance.
- A maximum of 2 weeks leave may normally be taken at any one time but where requests are made either for a longer leave period, or authorisation is sought more than a year in advance, the request will need to be considered and approved by the appropriate Hospitality Services SMT Manager (or their nominee) following an appropriate recommendation by the Line Manager/Supervisor.
- Once leave has been agreed and authorised, it should only be changed by mutual consent.
- Similarly employees on term-time only contracts are not eligible to take holiday during term-time and any requests for unpaid leave will only be approved in special circumstances by the appropriate Hospitality Services SMT Manager (or their nominee) following discussion with the line Manager.
- Whilst all requests for leave will be treated as sympathetically as possible according to the merits and circumstances of each case, there may be occasions when staff working in particular areas of the business are generally required to support special events and therefore leave may need to be restricted more widely across the Service. Such restrictions will only be applied as reasonably necessary, but In order to prevent disappointment, staff are advised to avoid making holiday plans around such known events/times which will be communicated in advance together with an indication of the categories of staff most likely to be affected.

Examples of these are:

- Welcome week and the first week of Autumn term*

- University Degree days*
- Major conferences and functions.

**University dates are published in the University Calendar and on the web.*

- In the event that requests for leave cannot be granted, the decision of the SMT Manager is final and staff are reminded that to take unauthorised leave is a serious offence under the disciplinary procedure which may constitute gross misconduct.
- All annual leave entitlement must be taken during the holiday year (Jan 1 – Dec 31) and cannot by right be carried over from one year to the next. Only where due to genuine operational requirements it has not been possible to take the full entitlement during the year, an appropriate amount of leave may be carried over subject to the permission of the SMT Manager and in accordance with University policy. All other remaining untaken leave must normally be forfeited hence the need to plan and manage leave appropriately during the holiday year.
- Where employees have booked annual leave and have fallen ill prior to or during leave, consideration may be given to rescheduling the leave providing the illness can be authenticated by a valid medical certificate issued at the time in accordance with the University Managing Attendance policy.
- Employees on maternity leave will continue to accrue holiday leave in accordance with their contract of employment. Leave may be taken either before or after maternity leave (but not during) and must be taken by the end of the holiday year in which the holiday is accrued i.e cannot be carried over from one leave year to another.
- Employees who leave employment part way through a holiday year only accrue holiday entitlement on a pro rata basis for the period between the start of the holiday year (Jan 1st) up until the leave date.
- Any balance of holiday entitlement will normally be included together with any other final pay, Some employees employed prior to 1 January 2000 may also be owed “banked leave” which is normally payable on termination. Where the amount of holiday already taken is in excess of the pro rata entitlement, this will be owed to the University and will be deducted from final pay

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