

## **Annual Leave Guidance Notes for Royal Holloway, University of London**

### **1 - What is the College's Annual Leave Year?**

The annual leave year, for both the accrual and taking of leave, is 1<sup>st</sup> August to 31<sup>st</sup> July.

For part-time staff working fewer days or hours, leave entitlement is calculated on a pro rata basis. Please refer to question 6 onwards for more information.

### **2 - What is my annual leave entitlement?**

The annual leave entitlement for Academic Staff, Grades 1-5 and Grades 6-10 staff is as detailed in the table below:

|                                | Annual leave | Bank Holidays | Closure Days | Total leave |
|--------------------------------|--------------|---------------|--------------|-------------|
| Grades 1-5                     | 20           | 8             | 6            | 34          |
| Grades 6-10 and Academic Staff | 27           | 8             | 6            | 41          |

**Staff in Grades 1-5:** 20 days plus 8 Bank Holidays and 6 Closure Days designated by the College (see [Closure Days and Bank Holidays](#)).

Staff in Grades 1-5 who reach five years' continuous service between 1<sup>st</sup> August and 30<sup>th</sup> November receive 3 extra days with immediate effect. Staff who reach five years' continuous service between 1<sup>st</sup> December and 31<sup>st</sup> March receive 2 extra days in the current annual leave year and the further day in the following leave year. Staff who reach five years' continuous service between 1<sup>st</sup> April and 31<sup>st</sup> July will receive 1 extra day in the current annual leave year and the further 2 days in the following leave year.

**Staff in Grades 6-10:** 27 days plus 8 Bank Holidays and 6 Closure Days designated by the College (see [Closure Days and Bank Holidays](#)).

**Academic Staff:** 27 days plus 8 Bank Holidays and 6 Closure Days designated by the College (see [Closure Days and Bank Holidays](#)).

### **3 - When are the Closure Days and Bank Holidays?**

Please follow this link to the College Secretary's website where all dates for Bank Holidays and Closure Days are listed. This is updated on an annual basis with the new dates for each year <http://www.rhul.ac.uk/College-Profile/holidays.html>

#### **4 - When can I take annual leave?**

All staff should agree the dates of their leave in advance with their line manager in accordance with local departmental rules and within the terms of the Working Time Directive (or prevailing legislation). Leave will only be approved according to the requirements of the service.

Staff should try and give as much notice as possible, especially when taking large blocks of leave. Annual leave should be recorded on an annual leave card

#### **5 - Can I carry over my annual leave from one leave year to the next?**

Outstanding leave can only be carried over from one holiday year to the next in exceptional circumstances and only with the agreement of your Head of Department.

#### **6 - I work part time, why is my annual leave given in hours?**

Under the Part-Time Workers Regulations 2000, the College must ensure that part-time employees (including term-time or part-year staff) are not treated less favourably than comparable full-time employees. Entitlement to leave is covered by these regulations.

Part-time employees should therefore receive a leave entitlement (including Bank Holidays and Closure Days) based on the proportion of a full-time contract that they work. For ease of reference and application this is given in hours for part-time staff

#### **7 - I am a part time member of staff, how do I calculate my annual leave?**

##### Staff Grades 1-5

##### **Example of part time employee working 28 hours per week, 5 days per week (working different daily hours)**

The full-time annual leave entitlement for staff in Grades 1-5 is 238 hours (Leave should be deducted as the amount of hours you would work on the day you want to take annual leave)

- You would be entitled to a pro rata entitlement of 238 hours
  - 20 days annual leave entitlement + 8 Bank Holidays + 6 Closure Days  
= 34 days x 7 hours per day = **238 hours**
- To calculate your full time equivalent (FTE) you need to take the number of hours worked per week and divide by 35 hours per week
  - 28 working hours per week/35 hours per week = 0.8FTE
- You then need to take the annual leave entitlement in hours for 1 FTE inclusive of Bank Holidays and Closure Days (e.g. 238 hours) and multiply it by your FTE which will give you the number of hours leave entitlement for the annual leave year

- 238 hours multiplied by 0.8 would give 190.4 hours annual leave which would be rounded down to 190 hours
- From the annual leave calculated (190 hours) you should deduct the number of hours you would have worked if the day was not deemed to be a Closure Day or Bank Holiday and the remaining leave would be your annual leave entitlement.

#### Staff Grades 6-10 or Academic

#### **Example of part time employee working 14 hours per week, 4 days per week (working different daily hours)**

- You would be entitled to a pro rata entitlement of 287 hours
  - 27 days annual leave entitlement + 8 Bank Holidays + 6 Closure Days = 41 days x 7 hours per day = **287 hours**
- To calculate your full time equivalent (FTE) you need to take the number of hours worked per week and divide by 35 hours per week
  - 14 working hours per week/35 hours per week = 0.4FTE
- You then need to take the annual leave entitlement in hours for 1 FTE inclusive of Bank Holidays and Closure Days (**e.g. 287 hours**) and multiply it by your FTE which will give you the number of hours leave entitlement for the annual leave year
  - Use full time equivalent of 287 hours multiplied by 0.4 would give 114.8 hours annual leave which would be rounded up to 115 hours
- From the annual leave calculated (115 hours) you should deduct the number of hours you would have worked if the day was not deemed to be a Closure Day or Bank Holiday and the remaining leave would be your annual leave entitlement.

#### **8 - I work the same amount of hours each day, 5 days per week, how do I calculate my annual leave?**

If you work part time hours, but work the same amount of hours each day (e.g 5 hours per day, 5 days per week) you would be given annual leave entitlement of 20 days (Grades 1-5) and 27 days (Grades 1-6 and Academic Staff)

#### **9 - I am a full time member of staff and I leave or join midway through a calendar year/month, how do I calculate my annual leave?**

If an employee commences employment or leaves employment part way through a month the employee is entitled to annual leave for the number of days worked in that month.

**Example of a full time employee who starts on the 15<sup>th</sup> January 2010. How to calculate annual leave for the remainder of the annual leave year**

### Staff in Grades 1-5

Annual leave would be broken down and calculated for the full months and part month separately then added together.

#### To calculate part year

- 20 days annual leave
- 20 days annual leave / 12 months = 1.7 days per month annual leave
- 1.7 x 6 (number of months of part year) (1<sup>st</sup> February – 31<sup>st</sup> July) = 10.2 (10 days)

#### To calculate part month

- 20 days annual leave
- 20 days annual leave / 12 months = 1.7 days annual leave per month
- 1.7 (days per month) / 31 (days in month) = 0.05 (annual leave per day)
- 0.05 annual leave per day x 17 number of days service (including weekends) in part month = 0.85 days annual leave for part month

Add part month entitlement plus part year entitlement together to get annual leave entitlement for that year = 10 days plus 0.85 days = 10.85 (rounded up to 11 days).

The same calculation would be applied to employees on Grades 6-10 and Academic employees except the total annual leave would be 27 days.

### **10 - I am a part time member of staff and I leave or join midway through a calendar month/year, how do I calculate my annual leave?**

#### **Example of a part-time employee working 15 hours per week who starts employment on the 15<sup>th</sup> January 2010 and will have an annual leave entitlement up to the 31<sup>st</sup> July 2010**

Annual leave would be broken down and calculated for the full months and part months separately then added together.

### Staff in Grades 1-5

#### To calculate part year

- 20 days annual leave + 8 Bank Holidays + 6 Closure Days = 34 days (for full leave year inclusive of Bank Holidays and Closure Days)
- Calculate FTE: 15 working hours per week / 35 hours per week = 0.43 FTE
- 0.43 FTE x 34 days annual leave inclusive of Bank Holidays and Closure Days = 14.6 days annual leave inclusive of Bank Holidays and Closure Days
- For part time staff you need to convert annual leave to hours: 14.6 days annual leave inclusive of Bank Holidays and Closure Days x 7 working hours per day = 102 hours annual leave inclusive of Bank Holidays and Closure Days

- 102 hours annual leave inclusive of Bank Holidays and Closure Days / 12 months in 1 annual leave year = 8.5 hours annual leave per month
- 8.5 hours annual leave per month x 6 months service = 51 hours annual leave inclusive of Bank Holidays and Closure Days

#### To calculate Part Month

- 20 days annual leave + 8 Bank Holidays + 6 Closure Days = 34 days (for full leave year inclusive of Bank Holidays and Closure Days)
- Calculate FTE: 15 working hours per week / 35 hours per week = 0.43 FTE
- 0.43 FTE x 34 days annual leave inclusive of Bank Holidays and Closure Days = 14.6 days annual leave inclusive of Bank Holidays and Closure Days
- For part time staff you need to converted annual leave to hours: 14.6 days annual leave inclusive of Bank Holidays and Closure Days x 7 working hours per day = 102 hours annual leave inclusive of Bank Holidays and Closure Days
- 102 hours annual leave inclusive of Bank Holidays and Closure Days / 12 months in annual leave year = 8.5 hours annual leave per month
- 8.5 hours annual leave per month / 31 total days per month = 0.27 hours annual leave per day
- 0.27 hours annual leave per day x 17 days service (including weekends) per month = 4.66 hours annual leave for part month

Add part year entitlement to annual leave with part month annual leave entitlement together to get annual leave entitlement for that year = 51 hours annual leave + 4.66 hours annual leave = 56 hours

The same calculation would be applied to employees on Grades 6-10 and Academic employees except the total annual leave would be 287 hours.

#### **11 - I work in term time only, how do I calculate my annual leave?**

For staff working term-time only, their annual salary includes their pro-rata paid leave entitlement, to be taken on unspecified days during the vacation periods. Leave may not normally be taken during term-time, unless specifically agreed with your line manager.

#### **12 – What if I am on Maternity leave? How would I calculate my annual leave?**

Employees accrue annual leave for the duration of their maternity leave.

A full time employee going on Maternity leave from November 2010 to August 2011 would accrue their normal entitlement plus any Bank Holidays and Closure Days during the period of their maternity leave. A part-time employee would be given their annual leave plus any Bank Holidays and Closure Days on a pro-rata basis for this period.