

Coronavirus (Covid-19) Information on Annual Leave 2021-22

1. Can I carry forward annual leave from one leave year to the next?

The annual leave policy allows outstanding leave to be carried over from one holiday year to the next in exceptional circumstances and with the permission of the Head of Department / line manager. Up to five days (pro-rata) may be carried over to the next year

All days referenced in this document are pro-rata for part time staff.

2. I carried over leave from the 2019-20 leave year. When do I need to use this by?

Leave should be used by the end of the 2020-21 leave year

3. I work on term time only, on an hourly paid contract or I am engaged as a casual worker. Will the same carry over arrangements apply to me?

As separate arrangements already exist for the management of leave for these groups the arrangements do not apply.

4. I am on furlough – when should I take my leave?

Staff on furlough continue to accrue annual leave and will be expected to take their outstanding leave by the end of the current leave year. This should be discussed with the line manager.

5. I am leaving the College before the end of the leave year what happens to my outstanding leave?

Staff are expected to use all their leave and arrangements should be put in place to ensure leave is taken before the end date.

6. I have been absent from the College due to ill health or family friendly leave. What happens to my leave?

The policy for the management of leave in these circumstances has not changed. This should be discussed with the line manager in the first instance.

7. What if I have been asked by the College to cancel my annual leave or asked not to book annual leave due to circumstances related to Covid-19?

We will be encouraging people to take annual leave where possible and will only as a last resort ask people to cancel or not take their annual leave. In the exceptional case that you have been asked to cancel leave, and so have been unable to take it before the end of July, managers will have discretion to allow up to eight days of leave in total to be carried over.

8. Can I be paid for annual leave that I do not take this year?

There will be no provision to “buy back” annual leave that is not taken for the current academic year.

9. How do I book annual leave?

In departments and schools where MyView is used this should be used. Those who are using this system should be aware but if you are unsure please discuss with your line manager in the first instance. If MyView is not in use please continue to use the existing process in your department or school.

10. Leave is given in hours on MyView – what is a day equivalent to?

Seven hours is the equivalent of one day for full time staff. The amount of leave is adjusted based on the percentage of time worked for part time staff. Full details can be found on annual leave for part time staff on the HR webpages.