Coronavirus (Covid-19)

Information on annual leave

I had planned to go away on holiday but this has now been cancelled. Can I cancel my annual leave?
You should still take your annual leave as planned, unless your line manager asks you to cancel your leave in order for the College to respond to the impact of coronavirus (Covid-19). While government restrictions may mean that you have to stay at home during your time off, it is important that you take leave to rest and recuperate.

Can I carry forward annual leave from this academic 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. Ordinarily leave of up to five days (pro-rata) may be carried over to the next year. To recognise the impact Covid-19 has had on annual leave plans this will be extended to eight days for this leave year however, wherever possible you should try to take your annual leave entitlement for 2019/20 before the end of July 2020.

The government announced that four weeks of leave could be carried over and used over the next two leave years. Will this apply at the College?
This announcement is about protecting workers who cannot take annual leave because they are critical to managing the response to Covid-19. It applies to employees who have not taken all of their statutory annual leave entitlement due to Covid-19, statutory leave being 20 days and eight days bank holiday.

In most cases it is expected that the majority of colleagues will be able to take their annual leave before the end of July and therefore this new ruling is unlikely to apply to anyone working for the College.

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 cases 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 15 days of leave in total to be carried over and taken over a two year period.

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.

Do I need to take leave to look after children while the schools are closed?
If you have children at home or have other caring responsibilities and are working from home, you may struggle to work your normal hours, or commit to a full day of work. In these circumstances it is understood that flexibility is required and that, rather than take annual leave, you should work on the basis of your best effort in difficult circumstances, this might include, for example, agreeing
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with your line manager to adjust your working patterns. However, if there are days when it is simply not possible for you to work, we would encourage you to consider taking this as annual leave. Everyone’s circumstances will be different, and you should discuss your circumstances with your manager so that together you can agree a way forward that balances your needs and the College’s. More information on working from home with parents is available here together with more information on working well remotely.