



## HOLIDAY GUIDELINES

### Holidays and Annual Leave entitlement

The accounting period for leave is 1 September to 31 August each year. A newly-appointed employee will be granted leave on a proportional basis in the first year of service (please check with the HR Manager for full entitlement).

- Academic Staff are entitled to 35 days of paid annual leave (or pro-rata for part-time employees).
- Business Support Staff are entitled to 25 days of paid annual leave (or pro-rata for part-time employees). Business Support Staff will be entitled to an additional 5 days of paid annual (or pro-rata for part-time employees) after 2 years of continuous service.

In addition, all staff are entitled to public and statutory paid holidays (8 days, normally New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day and Boxing Day or pro-rata for part-time employees).

In addition, all staff are entitled to 7 concessionary paid holidays (or pro-rata for part-time employees) normally taken as follows:

- 5 working days at Christmas
- 1 working day at Easter
- 1 working day after the late Summer Bank Holiday

All tutors and staff working in student facing roles must take the majority of their annual leave out of term time. The College understands, however, that tutors and staff working in student facing roles may need to take odd days off in term time. Odd days off can be authorised by their Line Manager.

### Booking Holidays

Your holidays must be agreed with your Line Manager before being booked. You are required to book your annual leave by filling the holiday booking form (Appendix 1). All staff are normally required to book their annual leave at the beginning of the annual leave year and should submit their form no later than the 15 October of each year.

A completed booking form must be submitted to the HR Manager at [hr@ruskin.ac.uk](mailto:hr@ruskin.ac.uk)

**TOIL (Time Off In Lieu)**

The College has a Duty of Care towards its employees and does not encourage its employees to do any overtime. However, if in exceptional circumstances you are required to work overtime, this must be agreed in advance with your Line Manager. Any agreed overtime or TOIL must be recorded on the Overtime/TOIL Form (Appendix 2). You are required to take your TOIL within 3 months of accrual.

**Carry over untaken annual leave**

You are required to use all your annual leave entitlement by the 31 August of each year. However, in exceptional circumstances, you may not be able to take all your leave due to College requirements and staffing levels. Only in exceptional circumstances, might you be allowed to carry over up to 5 days of paid annual leave. Carry over leave will need to be authorised by the Senior Leadership Team. The employee and their Line Manager will be required to fill in a Carry Over annual Leave form (appendix 3) and submit it for approval at the earliest SLT meeting. The form can be found in the HR section of the intranet.



## APPENDIX 2



### Overtime /TOIL Form

Event	Date worked overtime	Hours worked	Lieu time owed (hrs)	Date used lieu time	Amount of Lieu hrs used	Authorised Signature

Any overtime should be agreed in advance with your Line Manager. TOIL time can **only** be approved by your Line Manager.

TOIL should be taken as soon as possible, no later than 3 months after the additional hours have been accrued.

## APPENDIX 3



### Holiday Carry Over Form

Employee name:

Line Manager:

Department:

Holiday Year:

Number of days to carry over\*:

Brief justification as to why annual leave needs to be carried over:

SLT approval:

Yes or No (delete as appropriate)

Date of approval:

Please send a copy of the completed form to the HR Manager at [hr@ruskin.ac.uk](mailto:hr@ruskin.ac.uk)

\* Please note a maximum of 5 days can be carried over