



Policy Title:	Leave Policy
Policy Owner:	HR
Audience:	All Staff
Policy Date:	November 2018
Policy Revision Date:	November 2021
Policy Location:	N Drive: HR/AllUsers/Policies and Procedures

1. Overview

- 1.1 This policy covers everything to do with your holiday entitlement and explains what you must do to arrange time off for holidays. It also covers other types of leave (i.e. study leave, compassionate leave, time off for dependents and leave for assisted conception) and the arrangements in place for these.
- 1.2 It applies to all employees and does not cover casual staff on zero hours contracts or self-employed contractors.
- 1.3 Core annual leave will be identified as such throughout this policy and forms part of your contract of employment. Other types of leave do not form part of your contract of employment and can be amended at any time.
- 1.4 Information on leave can also be found in your Statement of Particulars and should be read in conjunction with this policy.

2. Core annual leave entitlement

- 2.1 You will find the core number of days of paid holiday you are entitled to in your offer letter. This includes bank and other public holidays.
- 2.2 Your core annual leave entitlement will increase by 1 day for each full annual leave year you work, up to a maximum of 27 days.
- 2.3 If you work part-time, you are entitled to time off for public holidays on a pro-rata basis. We pay casual workers and anyone else working irregular hours at the rate of 12.07% of core hours accrued up to a maximum of 28 days in any one holiday year.
- 2.4 Our holiday year begins on 1 August and ends on 31 July. We will calculate your holiday entitlement on a pro-rata basis if you join or leave the organisation part-way through the holiday year. During your first year working for us, you can only take the number of days you have accrued up to the day your holiday starts, unless your manager has agreed otherwise.
- 2.5 You are strongly encouraged to take all the holiday due to you in the holiday year in which it has accrued. You can carry over up to five days of unused holiday into the next holiday year. This must be taken within the first three months of the new holiday year.

3. Process for requesting time off

- 3.1 You can take a maximum of 15 days holiday at any one time but this will always be subject to operational requirements. You should put in your request via PeopleHR as soon as you have chosen the dates, and at the minimum you should give us at least 10 working days' notice.
- 3.2 You are generally encouraged to take your leave during College non-term time periods. However, leave may also be taken during term time subject to operational requirements.

3.3 Your line manager must approve all holiday requests and these are generally considered on a first come, first served basis. At popular times of the year — particularly non-term time — we may need to rotate holiday allocation regardless of who put in the first request.

3.4 You may sometimes have to take your holiday on dates that we specify. This is most likely because you still have not taken all the leave due to you in the current holiday year. If you are leaving the organisation, we may also ask you to take your remaining holiday entitlement during your notice period.

3.5 Provided you have sufficient holiday entitlement, we will wherever possible try to fulfil requests for time off for a religious occasion. This will however be subject to our business requirements.

3.6 Your manager will always discuss alternative dates with you if we have to turn down a holiday request. If your request is refused and you take time off anyway, we will view it as an unauthorised absence and deal with the matter under our disciplinary procedure.

3.7 Please do not make any travel arrangements until your line manager has approved your request through PeopleHR. RHSU will not be responsible if you suffer losses because your holiday request is refused, regardless of the reason.

4. Illness or injury during annual leave

4.1 Occasionally you may be ill or suffer an injury while you are on holiday. If this happens, and you would not have been able to work had you not been on holiday, you can treat the time off as sick leave instead of holiday.

4.2 To reclaim your holiday time and take it at a later date, you must tell your line manager and HR as soon as possible and provide medical evidence — translated into English if necessary — of your illness or injury. Self-certification is not permitted during annual leave periods. Upon receipt of this information HR will rectify your absence in PeopleHR. You must then follow the procedure outlined above to book dates for another holiday. If you do not follow any part of this process, we will treat your absence as holiday and not sick leave.

4.3 Should you already be on sick leave at the start of a holiday period, and provided that you would not have been fit to work at any time during it, you may reschedule the affected days. You will need to provide medical evidence and follow the procedure outlined above.

4.4 We may pay you sick pay, rather than holiday pay, for any scheduled holiday days taken as sick leave provided you qualify under our Sickness Absence Policy. You will need to follow the procedure above for your request to be considered.

4.5 We will treat dishonest claims or any other abuse of this policy as misconduct under our disciplinary procedure.

5. Long-term absence and holiday entitlement

5.1 Your entitlement to annual leave accrues whenever you are off work long-term for any of the following reasons:

- sick leave
- maternity and paternity leave
- adoption leave
- parental leave
- shared parental leave (known as family leave in this policy).

5.2 You may carry over unused holiday to the following year if your sick leave spans two holiday years or you return to work too near the end of the holiday year to fit in the time off due to you. Any holiday carried over will be lost if you do not take it within 18 months of the holiday year in which it accrued.

5.3 You can instead take paid holiday during your sick leave, and we will pay you at the rate you are due in accordance with this policy and your contract of employment.

5.4 If you intend taking family leave (i.e. maternity, paternity, adoption or shared parental leave) and expect this to span two holiday years, you must give your manager as much notice as you can. You may carry over into the next holiday year any holiday entitlement that it is impractical for you take before the start of your family leave.

5.5 You should take any holiday leave you have carried over either immediately after you return to work or within the timescale agreed by your manager.

6. What happens to annual leave if you leave RHSU?

6.1 You will normally be required to use up any outstanding annual leave days during your notice period. This applies whether you resign or we give you notice that we are ending your employment.

6.2 We may alternatively pay you in lieu of any accrued holiday you have not taken. Payment will be made at the rate of 1/260th of your basic salary for each day of leave you have outstanding. If you work part-time, you will be paid at 1/260th of the equivalent full-time salary.

6.3 Should you have taken more annual leave than you were entitled to up to the day you leave the organisation, an amount calculated as above will be deducted from the final payment we make to you.

6.4 Unused leave entitlement will not be paid if your employment is terminated due to gross misconduct or if you fail to give the required notice period (please see statement of particulars for notice period requirements).

7. Family Leave

7.1 We have a number of family friendly policies in place to support working families. Please see the following policies for more information:

- Adoption Policy
- Maternity Policy
- Paternity Policy
- Shared Parental Leave Policy

8. Parental Leave

8.1 You are entitled to parental leave for each child and adopted child up to their 18th birthday. The total entitlement is 18 weeks' leave for each child but the leave is unpaid. Part-time employees receive a pro-rata amount.

8.2 The limit on how much parental leave each parent can take in a 12 month period is 4 weeks for each child. A week is defined as the length of time you normally work over a 7 day period.

8.3 You must take parental leave as whole weeks rather than individual days, unless your child is disabled. You don't need to take all the leave at once.

8.4 Parental leave applies to each child and is not linked to your job. For example, if you have used 10 weeks parental leave with a previous employer you will only be eligible for 8 weeks with RHSU.

8.5 The same process for requesting time off, outlined in section 3 above, would need to be followed. It is the line manager's responsibility to inform HR of any approved parental leave, to enable necessary payroll processing to be completed.

9. Compassionate Leave

9.1 In the event of the death of a near relative (spouse, partner, parent, child, sibling or grandparent) we will give you up to 5 days paid leave. This is at the discretion of your line manager, in consultation with HR, and will be subject to considerations such as geographical location and relationship to you, as well as operational requirements.

9.2 In exceptional circumstances, the Chief Executive may approve a further 5 days unpaid leave. The circumstances to consider would include:

- Whether you are responsible for the arrangements related to a death
- The distance you need to travel
- The closeness of the relationship
- Your responsibilities for other family members

9.3 Compassionate leave may also be granted by the Chief Executive in special cases such as for sudden serious illness or serious accident of immediate close relatives or partners.

10. Time off for dependents

- 10.1 You are entitled to a reasonable amount of time off to deal with an emergency involving a dependent. A dependent could be a partner, child, parent or someone who depends on your for care.
- 10.2 If you know about the situation beforehand then you would not be covered for this type of leave, parental leave may be more applicable in this situation.
- 10.3 Time off will be paid at the discretion of the organisation, but should not be taken for granted.
- 10.4 You should always notify your line manager via a phone call if this type of leave is required. Your line manager will notify HR so your PeopleHR file can be updated and payroll notified if any deductions to salary need to be made.

11. Appointments

- 11.1 Appropriate time off with pay will be granted for staff who need to attend hospital appointments. If a member of staff is admitted to hospital for treatment, this will count as sickness.
- 11.2 You should seek approval from your line manager in advance of taking this time off and may be asked to produce evidence for your PeopleHR record.
- 11.3 Routine doctors or dentists appointments are different and should be arranged outside of working hours. Where this is not possible you will need to make up any loss to working time through a flexible arrangement agreed with your line manager.

12. Time Off In Lieu (TOIL)

- 12.1 Due to the operational requirements of the organisation it may sometimes be necessary for you to work over and above your standard weekly hours. Where such overtime is worked, the equivalent amount of time may be taken off work in lieu of payment (time off in lieu).
- 12.2 This arrangement will only apply to those of you who have standard contracts denoting the number of hours you will work per week. For those staff employed on annualised hours contract, your hours will be flexed up and down throughout the year according to operational requirements.
- 12.3 The minimum amount of time to be claimed as TOIL is half a day (3.5 hrs). Where you have worked extra hours less than 3.5 you should arrange to take this back flexibly with your line manager (i.e. late starts or early finishes).

12.4 All overtime worked must be agreed by your line manager in advance of you working it. Only authorised overtime will be eligible for TOIL. Your line manager is responsible for recording your TOIL on your PeopleHR record. You must arrange to be taken the TOIL within 5 weeks of the date worked otherwise you will lose it. Requests to take TOIL should be submitted via PeopleHR in the same way as all other holiday requests.

13. Study Leave

- 13.1 Where you are studying for a qualification that requires either the submission of an assignment or exam assessment, you will be eligible to take paid study leave.
- 13.2 You are entitled to take 0.5 days study leave for each assignment or exam, up to a maximum of 2.5 days per annual leave year.
- 13.3 Any requests to take study leave should be approved by your line manager and updated on your PeopleHR file. All approvals will be subject to operational requirements.

14. Assisted Conception Leave

- 14.1 We will grant up to five days paid leave in any one annual leave year (August to July) where you or your partner are undergoing fertility treatment. This is applicable where you meet the qualifying criteria set out below.
- 14.2 In order to qualify for paid assisted conception leave, you must have a minimum of 52 weeks continuous service with us in a permanent staff role at the time of the first appointment.
- 14.3 If you require time off beyond the five days, you will be requested to take time from your annual leave entitlement.
- 14.4 If you wish to take advantage of assisted conception leave you must provide evidence to HR from a qualified medical practitioner that fertility treatment has been approved for you or your partner.