

Annual Leave - Criteria for Booking for Support Staff

1. All leave must be pre-booked with the appropriate Line Manager and must be at a time consistent with the efficient operation of the University – i.e. all Managers should ensure that not too many staff are away from any section at the same time and that normally no-one takes leave at a time coinciding either with their peak loading or the timing of any special activity for which they are responsible.
2. Normally staff will be expected to book their leave sufficiently far in advance to enable everyone in the Directorate to take their full leave within the particular leave year.
3. Normally permission will not be given to carry over large amounts of leave to the following year but, subject to it not interfering with the criteria in paragraph 1, the following should normally be allowed:
 - i. no restriction on carry over into the first month of the following leave year;
 - ii. up to a maximum of five days to be carried over into the remainder of the leave year.

All staff should be aware that these concessions

- iii. are not cumulative;
- iv. do not apply if they are not consistent with the efficient operation of the Directorate.

There is no provision for Lecturer, Professorial, Research and Scientist staff to carry over unused leave except with the agreement of the University.

4. Only in exceptional circumstances and after consultation with the Director of Human Resources will Managers allow variation from these criteria.