

Wellbeing Days Guidance

What are Wellbeing Days?

The university provides employees with two Wellbeing Days during the period 1st October to 30th September each year. The purpose of a Wellbeing Day is to enable an employee to take time away from work when they are beginning to struggle and there is an immediate need to support their mental health and wellbeing. This provision aligns with the university's wider mental health and wellbeing strategy.

Please note wellbeing days are not allocated to casual workers, agency workers or self-employed workers.

Guidance for all employees and managers

Please read the following carefully

- Staff can take a Wellbeing Day when they have an immediate need to take care of their mental health and wellbeing. **They must not be used as a substitute for holiday or sickness absence.**
- Wellbeing Days should not be pre-planned far in advance and in most circumstances the decision to take a Wellbeing Day would be taken close to or on the day itself.
- The expectation is that employees would typically take one Wellbeing Day at a time, rather than two consecutively. Where the need for leave is greater than one day, staff should consider whether sickness absence is more appropriate.
- Staff do not need to obtain approval to take a Wellbeing Day but should notify their line manager.
- Staff should book their Wellbeing Day in Horizon. This will appear as a request to the line manager which the line manager should accept for recording purposes.
- Where possible, employees should provide notice to their line manager at the soonest opportunity and prior to the start of their working day or shift.
- When taking a Wellbeing Day, staff members are expected to consider their workload, work commitments, students (where applicable), colleagues and any other relevant people wherever it is reasonably possible to do so.
- Wellbeing Days do not accrue; they cannot be carried forward from one year to the next.
- For part time employees, a Wellbeing Day would be taken on one of their normal working days.

How to book a Wellbeing Day

- Notify your line manager at the soonest opportunity.
- Book a Wellbeing Day in Horizon by following this path:
 - *Horizon > Time and Absences >*
 - *Add Absence >*
 - *Select 'Wellbeing Days' from the drop down list in 'Type' >*
 - *Select the Date >*
 - *Submit*

(Horizon will show the remaining balance of your Wellbeing Days).

Guidance for managers

- Wellbeing Days do not require ‘approval’ like annual leave.
- However, when an employee books a Wellbeing Day it will appear as a request.
- Managers should respond to and accept the request to enable the university to track data and assess the impact of Wellbeing Days.

The university reserves the right to review or withdraw Wellbeing Days at its discretion.

Version	Purpose/Change	Author	Date
V.1.0	First Draft	Vanessa Roots Senior Workforce Policy Officer	October 2023
V.2.0	Removed reference to the Wellbeing Days pilot.	Vanessa Roots Senior Workforce Policy Officer	April 2026