**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FACULTY/SERVICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LEAVE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **SEP** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** |
| 1 |  |  | **WE** |  | **BH** | **WE** | **WE** |  |  |  |  | **WE** |
| 2 |  |  | **WE** |  | **HLD** |  |  | **HLD** | **WE** |  |  | **WE** |
| 3 |  |  |  |  | **WE** |  |  | **BH** | **WE** |  |  |  |
| 4 |  | **WE** |  |  | **WE** |  |  | **WE** | **BH** |  | **WE** |  |
| 5 |  | **WE** |  |  |  |  |  | **WE** |  |  | **WE** |  |
| 6 | **WE** |  |  | **WE** |  |  |  | **BH** |  | **WE** |  |  |
| 7 | **WE** |  |  | **WE** |  | **WE** | **WE** |  |  | **WE** |  |  |
| 8 |  |  | **WE** |  |  | **WE** | **WE** |  |  |  |  | **WE** |
| 9 |  |  | **WE** |  |  |  |  |  | **WE** |  |  | **WE** |
| 10 |  |  |  |  | **WE** |  |  |  | **WE** |  |  |  |
| 11 |  | **WE** |  |  | **WE** |  |  | **WE** |  |  | **WE** |  |
| 12 |  | **WE** |  |  |  |  |  | **WE** |  |  | **WE** |  |
| 13 | **WE** |  |  | **WE** |  |  |  |  |  | **WE** |  |  |
| 14 | WE |  |  | **WE** |  | **WE** | **WE** |  |  | **WE** | **G** |  |
| 15 |  |  | **WE** |  |  | **WE** | **WE** |  |  |  | **G** | **WE** |
| 16 |  |  | **WE** |  |  |  |  |  | **WE** |  | **G** | **WE** |
| 17 |  |  |  |  | **WE** |  |  |  | **WE** |  |  |  |
| 18 |  | **WE** |  |  | **WE** |  |  | **WE** |  |  | **WE** |  |
| 19 |  | **WE** |  |  |  |  |  | **WE** |  |  | **WE** |  |
| 20 | **WE** |  |  | **WE** |  |  |  |  |  | **WE** |  |  |
| 21 | **WE** |  |  | **WE** | **FD** | **WE** | **WE** |  |  | **WE** |  |  |
| 22 |  |  | **WE** | **CAL** | **WG** | **WE** | **WE** |  |  |  |  | **WE** |
| 23 |  |  | **WE** | **CAL** |  |  |  |  | **WE** |  |  | **WE** |
| 24 |  |  |  | **CAL** | **WE** |  |  |  | **WE** |  |  |  |
| 25 |  | **WE** |  | **BH** | **WE** |  |  | **WE** | **BH** |  | **WE** |  |
| 26 |  | **WE** |  | **BH** |  |  |  | **WE** |  |  | **WE** |  |
| 27 | **WE** |  |  | **WE** |  |  |  |  |  | **WE** |  |  |
| 28 | **WE** |  |  | **WE** |  | **WE** | **WE** |  |  | **WE** |  |  |
| 29 |  |  | **WE** | **HLD** |  | **-** | **WE** |  |  |  |  | **WE** |
| 30 |  |  | **WE** | **HLD** |  | **-** |  |  | **WE** |  |  | **WE** |
| 31 | **-** |  | **-** | **HLD** | **WE** | **-** |  | **-** | **WE** | **-** |  | **BH** |

**\*Please note: the highlighted area is the term dates in which staff should not take long periods of leave, see page 2**

**KEY: BH = Bank Holiday**

**CAL = Compulsory Annual Leave HLD = Hope Liturgical Day**

**CAL \* = Compulsory Annual Leave (7 days annual leave must be taken within this period). R = Research/Scholarly Activity**

**FD = Foundation Day G = Graduation Ceremonies**

**H = Holiday S = Sickness**

**WE = Weekends WG = Winter Graduation**

**Annual Leave Arrangements 2025/26**

Leave entitlement at Liverpool Hope University comprises a minimum of 28 days annual leave, 8 days public and bank holidays and 4 or 5 days Hope Liturgical Days (HLDs) which are discretionary and granted in recognition of the University’s Christian Foundation. In 2025/26, HLDs will be 29th, 30th, 31st December, 2nd January (4 days) and 2nd April 2026 (Maundy Thursday).

Academic staff receive 35 days annual leave, support staff at Grade 8 and above receive 32 days and support staff at Grade 7 and below receive 28 days. Therefore, staff receive between 40/41 and 47/48 days leave per annum. Entitlement is pro rata for part-time staff. Annual leave must be requested and granted to fit the University’s business needs and will not be unreasonably withheld. It is important that staff enjoy a productive work-life balance and take their full annual leave entitlement in any one year.

**The following leave arrangements apply for 2025/26:**

* Annual Leave must be agreed with your line manager in accordance with minimal staffing required for periods of core university business.
* No staff will normally be granted leave on Foundation Day (Wednesday 21st January 2026) or Graduation Days (22nd January and 14th - 16th July 2026).This is a standing convention aimed at providing optimal support for our students and their families.
* The University will be closed for two weeks after business on Friday 19th December 2025 and re-open on Monday 5th January 2026. Monday 22nd, Tuesday 23rd, Wednesday 24th December (3 days) will be taken as annual leave; Monday 29th, Tuesday 30th, Wednesday 31st December and Friday 2nd January, will be HLDS (4 days); and the remaining time is bank holidays.
* Managers are required to ensure that all leave including time off in lieu is taken in the year it is allocated. It is the manager’s responsibility to ensure this is done.

Maundy Thursday 2nd April 2026 will remain as a Hope Liturgical Day.