

Annual Leave Arrangements 2023/24

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 2023/24, HLDs will be 28th, 29th December, Tuesday 2nd, Wednesday 3rd January (4 days) and 28th March 2024 (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 2023/24:

- Leave will not normally be granted during the periods of core teaching activity* (25/09/23 to 08/12/23; 08/01/24 to 22/03/24; 08/04/24 to 14/06/24) other than for occasional days in exceptional cases with the permission of the appropriate USET Team member.
- No staff will normally be granted leave on Foundation Day (Wednesday 24th January 2024) or Graduation Days (25th January and 23rd to 25th July 2024). 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 Wednesday 20th December 2023 and re-open on Thursday 4th January 2024. Thursday 21st, Friday 22nd and Wednesday 27th December (3 days) will be taken as annual leave; Thursday 28th & Friday 29th December and Tuesday 2nd & Wednesday 3rd 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.
- With effect from August 2023, there is no longer a requirement for staff to take 7 days annual leave between the end of July graduation and the end of August.

Maundy Thursday 28th March 2024 will remain as a Hope Liturgical Day.

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For staff working in Initial Teacher Training, the core teaching periods may be slightly different and aligned with those of schools in order to meet Government requirements on engagement with practice. All other aspects of this policy apply to ITT staff.