

## Annual Leave Arrangements 2024/25

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 2024/25, HLDs will be 24th, 27th, 30th, 31st December (4 days) and 17th April 2025 (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 2024/25:

- Leave will not normally be granted for student facing staff during the periods of core teaching activity\* (30/09/24 to 29/11/24; 06/01/25 to 11/04/25; 28/04/25 to 06/06/25) other than for occasional days in exceptional cases with the permission of the Head of School or Senior Professional Services Lead (normally a member of University Senior Management Team).
- No staff will normally be granted leave on Foundation Day (Wednesday 22<sup>nd</sup> January 2025) or Graduation Days (23<sup>rd</sup> January and 22<sup>nd</sup> to 24<sup>th</sup> July 2025). 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 18th December 2024 and re-open on Thursday 2nd January 2025. Thursday 19th, Friday 20th, Monday 23rd December (3 days) will be taken as annual leave; Tuesday 24th, Friday 27th, Monday 30th and Tuesday 31st December, 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 17<sup>th</sup> April 2025 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.