

## **Annual Leave Arrangements 2019/20**

***Updated May 2019***

Leave entitlement at Liverpool Hope University comprises a minimum of 25 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. Academic staff receive 35 days annual leave, support staff at Grade 8 and above receive 30 days and support staff at Grade 7 and below receive 25 days. Therefore, staff receive between 37/38 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 2019/20.**

- Leave will not normally to be granted during the periods of core teaching activity\* (30/09/19 to 20/12/19; 13/01/20 to 27/03/20; 20/04/20 to 05/06/20) other than for occasional days in exceptional cases with the permission of the appropriate Rectorate Team member.
- No staff will normally be granted leave on Foundation Day (Wednesday 22<sup>nd</sup> January 2020) or Graduation Days (Thursday 23<sup>rd</sup> January 2020; 21<sup>st</sup> to 23<sup>rd</sup> July 2020). 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 20<sup>th</sup> December and re-open on Monday 6<sup>th</sup> January 2020. Tuesday 31<sup>st</sup> December and 2<sup>nd</sup> & 3<sup>rd</sup> January will be HLDS; Monday 23<sup>rd</sup>, Tuesday 24<sup>th</sup> and 27<sup>th</sup> & 30<sup>th</sup> December will be taken as annual leave and the remaining time is bank holidays.
- All\*\* staff are required to take at least 7 days leave between 24<sup>th</sup> July 2020 and 30<sup>th</sup> August 2020.
- 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 9<sup>th</sup> April 2020 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.

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**For the avoidance of doubt, the following departments are exempt from the requirement to take 7 days leave within a particular period over the summer – IT Services; Estates; administrative staff involved in Admissions; International Recruitment; Finance. Because of their shift patterns, Campus Operatives are not included within this system.**