

Annual Leave Arrangements 2020/21

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 2020/21:

- Leave will not normally be granted during the periods of core teaching activity* (28/09/20 to 18/12/20; 11/01/21 to 26/03/21; 19/04/21 to 04/06/21) 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 20th January 2021) or Graduation Days (1st to 3rd December 2020; 20th to 22nd July 2021). 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 18th December 2020 and re-open on Monday 4th January 2021. Monday 21st to Thursday 24th December (4 days) will be taken as annual leave; Tuesday 29th December to Thursday 31st December will be HLDS (3 days) and the remaining time is bank holidays.
- All** staff are required to take at least 7 days leave between 23rd July 2021 and 30th August 2021.
- 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 1st April 2021 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.