

3.1 LEAVE

Annual Leave and Holidays

Entitlement during the leave year 1 April - 31 March is as follows:

Academic Staff

Leave arrangements are made in consultation with the Head of School.

All Other Staff

Staff with less than five years of continual service on the first of April will begin the leave year with 25 days annual leave and staff with more than five years of continual service on the first of April will begin the year with 28 days annual leave. Any specific queries in relation to annual leave should be directed to the Human Resources department.

Staff with defined days of annual leave are entitled to carry over 5 days from one leave year to the next (non cumulative). In certain exceptional circumstances up to 10 days may be carried over with the approval of their line Manager.

The University also observes:

(a) Eight Public/Statutory Holidays as follows:

Easter Monday and Tuesday
May Day
12th and 13th July
Christmas Day and Boxing Day
New Years Day

(b) Seven other days during which the University is closed

3 days at Christmas, normally the 3 working days which fall between Boxing Day and New Year's day, 3 days at Easter and Saint Patrick's day.

Special Leave - Guidance Notes

Members of staff are 'entitled to various forms of special leave, set out below. Approved applications for special leave should be made using the attached application form and forwarded to the Department of Human Resources for endorsement.

1. **BEREAVEMENT LEAVE**

Husband, Wife, Partner, Son/Step-Son, Daughter/Step-Daughter,
Mother/Step-Mother, Father/Step-Father, Brother/Step-Brother or
Sister/Step-Sister normally 3 days

Grandparent, Grandchild, Mother-in-Law, Father-in-Law,
Brother-in-law or Sister-in-law normally 1 day

Note: There is normally no entitlement to bereavement leave for Aunt, Uncle, Cousin etc

2. **MATERNITY LEAVE**

For details see Maternity Leave Policy. All applications for maternity leave should be discussed with the relevant HR Business Partner.

3. **PATERNITY LEAVE**

A member of staff who has been in continuous employment with the University for a period of 12 months (full-time or part-time) will as the father of a child be entitled to a period of 5 days' paid paternity leave within 4 months of the date of the child's birth; and a further period of 5 days paid at the statutory rate' which must be taken within one year of the date of the birth. A member of staff who does not have one year's continuous service at the time of the birth but has 26 weeks continuous service at the time of the 15th week before the baby is due will be entitled to 10 days of leave paid at the statutory rate of pay'. To qualify for Statutory Paternity Pay (SPP) the employee must earn, on average, at least the lower earnings limit for NI contributions. This leave should be taken within 8 weeks of the child's birth.

4. **PARENTAL LEAVE**

For details see Parental Leave Policy. A member of staff with at least one year's continuous service is entitled to take up to 13 weeks unpaid parental leave if they have a child under the age of 5.

' Current Statutory rates of pay may be obtained from the Department of Human Resources

5. ADOPTIVE LEAVE

Adoption leave will be available to all members of staff, whether full-time or part-time. Where two people adopt a child, one will be entitled to adoption leave and the other to paternity leave. If the parent employed by the University wishes to take adoption leave, and has one year's continuous service with the University, he/she will be entitled to adoption leaves as follows:

- (a) If the child is up to 2 years of age, there shall be an entitlement of 8 weeks on full pay and a further 18 weeks at a statutory rate of pay and up to 26 weeks of unpaid leave.
- (b) If the child is more than 2 years old, there shall be an entitlement of 4 weeks on full pay a further 22 weeks at a statutory rate of pay and up to 26 weeks of unpaid leave.

The age of the child refers to the age of the date of custody of the child.

Adequate notice of intention to take adoption leave should be given to the Director of Human Resources.

Any period of adoption leave, either paid or unpaid, shall be given without loss of seniority, sick leave entitlement or incremental progression.

Superannuation contributions will be paid by the University and by the employee during paid adoption leave, and during the unpaid leave if the employee so wishes. Where the member of staff opts out to pay contributions for the unpaid period, a break in superannuable service will occur.

Members of staff who do not have one year's continuous service but who have 26 week's continuous service will be entitled to 26 weeks' leave on a statutory rate of pay ' and 26 weeks' unpaid leave. Only one partner may take adoption leave - the other must take Paternity leave. Adoption leave may begin at earliest, 14 days before the expected date of placement of the child with the parent, and at latest, on the day in which the child is placed for adoption.

When a member of staff applies for adoption leave, the University will require confirmation that their partner is taking paternity leave only. The adoptive parent should give 28 days notice of when she/he intends the adoption leave to start. If t his is not possible, the adoption leave will start on the day the child is placed with the adoptive parent.

6. FAMILY RESPONSIBILITY LEAVE

While there will be no entitlement to additional leave in such cases, the University will give sympathetic consideration to staff, male or female, full-time or part-time, who request leave in connection with particularly difficult family circumstances. Applications should be made to the Head of Department/School who, will seek to accommodate the needs of the individual so far as managerial exigencies will permit. The application should then be forwarded to the Department of Human Resources for endorsement.

It is recognised that difficulties may arise which will necessitate absence and require retrospective consideration. Paid leave (normally up to 5 days in any leave year) plus such additional unpaid leave as may be appropriate may be granted.

7. MARRIAGE LEAVE

Members of staff are entitled to three day's paid leave when they get married.