

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.

Carry Over of annual leave

Staff with defined days of annual leave are entitled to carry over 5 days (pro-rata to contract FTE) from one leave year to the next (non-cumulative), with the agreement of their Head of Department. In certain exceptional circumstances up to an additional 5 days (no more than 10 days in total and also subject to pro-rata) may be carried over, again with the express written approval of the Head of Department.

NB: There is no authority for any line manager to deviate from the above maximum. Line managers are also responsible for ensuring that staff take their leave whilst maintaining service provision.

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

Public/Statutory Holiday Entitlement for part-time staff is on a Pro-Rata basis. There is no entitlement to closure days if a staff member is not due to work on the given day.

Examples

- 1) If a member of part-time staff works 5 days per week and works the same hours each day, the individual is entitled to all Statutory Days and will owe the University no additional time.

- 2) If a part-time member of staff (Academic Related – 7 hrs. /day) works 4 full days per week - 28 hours per week, we ignore the fact the individual works 4 days, but average the 28 hours over the full week i.e. 5 days, which gives a nominal amount of 5.6 hours per day. The Statutory entitlement is therefore 8 days at 5.6 hour per day. This must be compared to the working pattern to establish if the University owes the individual hours or if the individual owes the university hours.

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

Special Leave: Guidance Notes 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 rate¹ 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 pay¹. 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. Members of staff should normally give 28 days' notice if they wish to take a block (i.e. more than 5 days) of paternity leave.

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. This will be extended to 18 weeks in the case of parents who have a disabled child in receipt of Disability Living Allowance. Parental Leave is also available to parents who adopt a child. This leave will be **unpaid**.

¹ Current Statutory rates of pay may be obtained from the Department of Human Resources

5. **ADOPTIVE LEAVE**

OCCUPATIONAL ADOPTION 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 at the time the child is placed with him/her, he/she will be entitled to a total of 52 weeks' continuous leave, comprising 26 weeks' Ordinary Adoption Leave and 26 weeks' Additional Adoption Leave. Whilst on adoption leave he/she will be entitled to 18 weeks' full pay, a further 21 weeks on statutory adoption pay and the final 13 weeks unpaid.

STATUTORY ADOPTION LEAVE

Members of staff who do not have one year's continuous service but who have 26 weeks' continuous service will be entitled to 39 weeks' leave paid at a rate equivalent to the rate of statutory maternity pay¹ and up to 13 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.

ALL ADOPTION LEAVE

In all cases, when a member of staff applies for adoption leave, the University will require confirmation that their partner is taking paternity leave only. The earliest date on which the adoption leave may commence is 14 days prior to the expected date of the placement of the child with the adoptive parents, and the latest date on which it can commence is the date of placement. The adoptive parent should give 28 days' notice of the date on which she/he intends the adoption leave to start. If this is not possible, the adoption leave will start on the day the child is placed with the adoptive parent.

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 of paying contributions for the unpaid period, a break in superannuable service will occur.

All adoption leave whether paid or unpaid, shall be given without loss of seniority, sick leave entitlement or incremental progression, and the period of employment will be deemed to be continuous

If a member of staff chooses to change their date of return they must give the University 8 weeks' notice.

Members of staff who adopt a child will also be entitled to parental leave. Please refer to section 4 - Parental Leave.

6. **EMERGENCY FAMILY 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. Such individual circumstances should be referred to the Head of Department/School who will seek to accommodate the needs of the individual so far as managerial exigencies will permit. Where necessary s/he will consult with the Department of Human Resources.

¹ Current Statutory rates of pay may be obtained from the Department of Human Resources

Guidelines for managers are available at <http://www.equality.ulster.ac.uk/policies.html>
However, it is recognised that difficulties may arise which will necessitate absence 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.