

LEAVE ENTITLEMENT

Type of Staff	Basic annual leave	Additional leave
Academic	35 days	5 discretionary days, Christmas shutdown
Professional	26 days	Additional two days for staff employed @ 11.12.1995; additional five days for all staff on completion of five years' service (as of the 1 September in the next leave year)
Senior Management	Up to 33 days (depending on contractual terms and conditions)	
Temporary Supply	28 days (includes bank holidays)	

Annual leave is calculated on a pro-rata basis for staff working part-time or working less than five days per week (leave is calculated in hours rather than days).

The annual leave year runs from 1 September to 31 August.

The taking of leave should be cleared in advance with your line manager. There may be specific period e.g. awards ceremony, clearing and/or enrolment, where annual leave is not granted.

The University may require you to take some of your holiday entitlement at specific times of the year i.e. during the Christmas shutdown.

Unused holiday entitlement may not be carried forward into the next annual leave year except by agreement with your line manager.