

LEAVE ENTITLEMENT:

Type of Staff	Basic Annual Leave	Additional Leave
Academic	35 days	+ 5 discretionary days
Professional Support	26 days	+ 2 days if employed @ 11.12.1995 + 5 days @ 1 September following completion of 5 years' service
Professional Support -Weekly paid staff	22 days	+ 2 days if employed @ 11.12.1995 + 5 days @ 1 September following completion of 5 years' service
Casual / Temporary Supply	24 days	Includes bank holidays

NOTE:

- Annual leave is calculated on a pro-rata basis for staff working part time or working less than 5 days per week (leave is calculated in hours rather than days).
- The annual leave year runs from 1 September until 31 August.
- The taking of leave should be cleared in advance with your line manager. 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 holiday year except by agreement with your line manager.