

## Change to Annual Leave Year

Agreement has been reached with the three Campus Unions, at the Local Joint Committees, that the start of the annual leave year will be changed from 1 October to 1 January. This change will complement the current academic cycle and changes which have occurred due to semesterisation. The start date of the new annual leave cycle will be 1 January 2009.

Change to the annual leave year will be implemented at no detriment to staff in terms of annual leave entitlement and **in addition it has been agreed that all staff will receive an additional day annual leave in this current year to assist with the transitional arrangements.**

## Implementation of new annual leave cycle

To implement a new annual leave year commencing 1 January 2009, staff should be aware that

(1) the annual leave 'year' that commenced 1 October 2007 will be for 15 months, ie, until 31 December 2008, and will be calculated on a pro-rata basis for this period.

(2) Designated days over the Xmas period will be deducted as normal for the period 24 December 2007 to 2 January 2008 (inclusive) and

(3) from 25 December 2008 to 31 December 2008 (inclusive).

The new leave year will then commence on 1 January 2009. It should be noted that 1 and 2 January 2009 will be deducted from the new annual year entitlement for 2009.

Staff Group	Annual Entitlement (days) <i>+ 1 Extra Day in 2008**</i>	Pro-rata (days) 1 Oct – 31 Dec	(1) Leave Entitlement for 15 month period 1 Oct 07 – 31 Dec 08	(2) Xmas Designated Days 24 Dec 07 – 2 Jan 08	(3) Xmas Designated Days 25-31 Dec 08	(4) Days Remaining
Grade s 1-6	34 + 1	8.50	42.50 + 1	8	5	29.50 + 1
	35* + 1	8.75	43.75 + 1	8	5	30.75 + 1
	36* + 1	9.00	45.00 + 1	8	5	32.00 + 1
	37* + 1	9.25	46.25 + 1	8	5	33.25 + 1
Grade 7 and above	39 + 1	9.75	48.75 + 1	8	5	35.75 + 1

\* **additional days for long service (given in the leave year after the qualifying period)**

\*\* **an additional day annual leave will be given to all staff in 2008 to assist with the transitional arrangements.**

Staff will have to ensure at the start of any new annual leave year that in addition to the designated days being taken at the start of the year (1 and 2 January), the required number of designated days are also left for the period 25 – 31 December. To ensure sufficient number of days remain in the annual leave entitlement for this, it is suggested that the member of staff records their annual leave on a pro-forma (example attached) which deducts the appropriate number of designated days at the start of the annual leave year. This form can also be used to request annual leave from the Head of School/Unit.



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