

Annual and Special Leave Policy

1.0 Annual Leave

Leeds Trinity Students' Union holiday year runs from 1st August to 31st July.

Details of holiday entitlement will be specified in the letter of offer / contract of employment. As a starting point a full time employee working 5 days a week throughout the year will be entitled to 23 days annual leave in each holiday year.

Employees who maintain their employment with the organisation ensure organisational business continuity and saves on recruitment and new employee training costs. On this basis and effective for annual leave calculations from 1 August 2019, after two years of service an employee can accrue additional annual leave to the organisation every year for up to five years of service. This is to a maximum of 27 days annual leave. Leave is accrued in this respect at the same rate regardless of working pattern i.e. full or part time employee.

Years of service by the start of the new holiday year	Additional days holiday accrued per year	Total number of days annual leave (based on Full Time employee)
2	1	24
3	1	25
4	1	26
5	1	27

In addition to annual leave it is the practice of the University to award its own employees with additional discretionary days. The Union will mirror the practice of the University on a discretionary basis reviewed annually. Clarification on any aspect of holiday entitlement should be referred to your line manager.

You should plan leave with you line manager giving reasonable notice. Authorisation of leave should be sought over email in advance. Upon authorisation by your line manager you should update your annual leave record on the Shared Drive.

Employees are advised that they should plan to use all of their annual leave within the holiday year. Should this not be possible they should discuss with their line manager who has the discretion to permit up to five days to be carried forward to the following holiday year.

2.0 Time of in Lieu (TOIL)

There may be occasions where an employee will work beyond their standard working week (for example a weekend of evening working or Freshers' Events). A pattern of additional hours should not be continuous and if it becomes so may highlight the need for the working pattern and contract type to be reassessed. It is the employee's responsibility to have TOIL approved in advance, no unauthorised TOIL may be accrued.

To record and manage time off in lieu the following guidelines must be followed:

- Any time worked in excess of the core hours must be agreed by the Line Manager in advance, prior to the hours being accrued
- Agreed additional time worked should be recorded on annual leave card once this has been approved by the Line Manager
- The Union will operate within three settlement periods during the year; 1st September – 3rd January, 4th January – 1st May, 2nd May – 31st August
- In exceptional circumstances a credit of no more than 7 hours can be carried forward to the next settlement period
- The smallest unit of TOIL that can be recorded is 30 minutes
- TOIL may normally only be taken as one full day every 4-week period and should be approved by your Line Manager before it is taken

3.0 Religious Festival Leave

The Union is an organisation which values diversity amongst its members and its employees. The Union believes we should accommodate time off for religious observance of faiths as employees will wish to celebrate holy days and festivals. Employees may also wish to attend at their place of worship during the working day and request time for private prayer and mediation etc.

The Union will treat requests positively and will seek to accommodate as many of these requests as can be balanced against the requirements of running the organisation. Requests for time off should be made to your line manager who will consider the request and, depending on the circumstances involved, assist by using:-

- Annual leave entitlement
- Flexi-time arrangements
- One off flexi time to be made up at a later time
- Unpaid leave
- Adjustment of working hours

The Union will not offer paid special leave for such time off requests as we as an employer need to ensure we do not discriminate in favour of a particular religion

4.0 Leave for Parents and Carers

It is easier for parents and carers to work in an environment where those commitments are acknowledged and the Students' Union is working to recognise the needs of both parents and carers. The key aims of a family friendly working environment are to encourage a balance between work and family life, improving women's participation in the workforce

and to enable men to assume equal responsibility for caring.

All staff are entitled to statutory leave and entitlement for Maternity, Paternity, Shared Parental and Adoption entitlements. The Union will clarify these in further policy. Statutory rights remain unchanged regardless.

5.0 Other Leave Arrangements

5.1 Study Leave

The Union promotes and supports personal development for all its employees. Any academic or professional courses that are being funded by the Union and require attendance during normal working hours must have been agreed with your Line Manager in advance. For successful completion of certain courses a member of staff may be required to sit formal examinations and if this is the case an additional day's paid study leave may be taken prior to each exam with the agreement of the line manager.

To receive a days' study leave an employee must:

- Be sitting an exam for a recognised academic/professional qualification funded by the Union
- Give their Line Manager reasonable notice of the exam date and make a formal request for the day that they would wish to take as study leave

5.2 Time Off for Dependants in an Emergency (Special Leave)

There are times when employees may need additional leave to deal with sudden and unplanned personal circumstances such as:

- A serious accident, illness or bereavement of a close relative
- Arrangements for caring for a dependent unexpectedly break down
- Arrangements for child care breakdown
- An incident or accident when a school/nursery has responsibility for a child
- Sudden illness of partner/parent/son or daughter

Special leave with pay will normally be granted by the Line Manager where needed and will not be unreasonably withheld.

Special leave should only account for the time that is necessary to deal with the immediate short term 'problem,' an ongoing need may require a member of staff to take a period of annual leave, unpaid leave or in certain circumstances unpaid leave. Whilst there is no formal entitlement to Special Leave as the grant of this leave is discretionary, the amount of Special Leave in one leave year is capped at six days.

5.3 Jury Service Leave

You will be granted time off work for Jury Service. The notification document should be shown to your Line Manager who will pass this onto the General Manager.

Employees should claim from the court the maximum amount to which they are entitled in respect of loss of earnings. This form will be supplied by the courts and must be presented to your line manager who should give this to the Finance Administrator prior to undertaking jury service duties.

Leeds Trinity Students' Union will pay the difference between normal salary and the compensation for loss of earnings received from the court (i.e. excluding the sum payable as an incidental subsistence allowance) and thus staff should suffer no financial loss while on jury service.

5.4. Medical/Dental Appointments

Staff should endeavour to arrange medical and dental appointments in their own time. If this is not possible then any time taken off should be made up.

5.5 Additional Unpaid Leave

In addition to the above statutory and discretionary arrangement, additional unpaid leave may be granted to assist employees in exceptional circumstances. This should be discussed with the General Manager.

Staff are encouraged to offer feedback on this policy to their line manager. This policy will be reviewed regularly by the General Manager with any recommendations going to the Board for consideration.