

<b>Committee</b>	HR&R		
<b>Date paper prepared</b>	11/11/2022	<b>Date of committee meeting</b>	23/11/2022
<b>Subject</b>	HR Policies and Procedures – National Annual Leave Policy for Support Staff (circular 02/22)		
<b>Author</b>	Judith Fenton, HR&OD Lead		
<b>Action requested</b>	For approval		
<b>Purpose of the paper</b>	To share the policy for approval		
<b>Brief summary of the paper</b>	<p>Having completed the work required to move support staff (ie all non lecturing staff) on to NRPA terms and conditions in relation to working hours and annual leave, we are now in a position to adopt the national policy for annual leave, as set out in circular 02/22, accompanying this cover sheet and guidance note). The policy cannot be amended or added to and must be adopted as it is. To support this and provide clarity, we have drafted a guidance note to go alongside this document to assist managers who manage both lecturing and non lecturing staff.</p> <p>This policy only applies to non-lecturing staff</p>		
<b>Consultation</b>	SMG and LNCC		
<b>Resource implications</b>	None identified		

<p><b>Risk implications</b></p>	<p>We need to adopt this policy to align with the NJNC approved policy and progress our alignment. Operationally, a failure to have a policy risks staff being unclear as to their leave entitlement and how it is accrued.</p>
<p><b>Link with strategy</b></p>	<p>N/A</p>
<p><b><u>Equality, Diversity and Inclusion</u></b></p>	<p>Summarise how any actual or potential (positive or negative) equality, diversity, and inclusion implications have been considered in the development of the paper. Please refer to the Equality, Diversity and Inclusiveness Policy for more information.</p>
<p><b>Island Community Impact</b></p>	<p>Summarise how any actual or potential (positive or negative) impacts on island communities have been considered in the development of the paper.</p>
<p><b>Paper status</b></p>	<p><input checked="" type="checkbox"/> <b>Open</b> – The paper may be circulated to non-members of the committee and published online without restriction.</p> <p><input type="checkbox"/> <b>Restricted</b> – The paper must not be circulated to non-members or published online until after the committee meeting.</p> <p><input type="checkbox"/> <b>Confidential</b> - The paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests – see below].</p>
<p><b><u>Freedom of information</u></b></p>	<p>Open</p> <p>If closed/ withheld, select date this will become 'open': Enter a date.</p>

## Employee Holidays and Annual Leave Guidance Note (to support the National Policy on Annual Leave for Support Staff)

- UHI Shetland intends to adopt the National Policy in relation to Annual Leave for support staff, confirmed in circular 02/22.
- Locally, the procedures for requesting and changing annual leave are achieved via Breathe HR.
- This document sets out this process, and provides a guide for lecturing and promoted lecturing staff for information and clarity.
- The annual leave terms and conditions for lecturing and promoted lecturing staff are not covered by circular 02/22 but are confirmed nationally via the national terms and conditions documentation issued by the NJNC.
- In relation to annual leave entitlement, for lecturing and promoted lecturing staff, these are set out in circulars 03/19 and 01/18.

### **Annual Leave – Support Staff**

The following table shows the annual leave entitlement inclusive of all fixed, public and closure days for the standard sector leave entitlement of 45 days. Leave for full time support staff shall accrue as shown in the following table:

<b>Support Staff</b>												
Completed months of service	1	2	3	4	5	6	7	8	9	10	11	12
Leave days	4.0	7.5	11.5	15.0	19.0	22.5	26.5	30.0	34.0	37.5	41.5	45

Assuming the minimum number of 12 closure days, the number and timings of fixed days, closure days and public holidays will be determined locally on an annual basis by senior management through consultation, and communicated to employees. Closure days will be added to Breathe as fixed holidays, and employees will be left with 33 days of annual leave to book using Breathe. Annual Leave requests are approved by the line manager. Employees should give the equivalent reasonable notice when submitting a request for annual leave. Normally the notice period should be the number of days to be taken. Managers will approve annual leave requests timeously and as soon as possible, subject to operational requirements.

For term time only employees, their annual leave entitlement will be calculated on a pro rata basis, annualised and paid monthly.

### **Annual Leave – Lecturing Staff**

Annual Leave allowances are calculated and confirmed for lecturing staff as follows:

#### Promoted Lecturers:

The annual leave entitlement for Promoted Lecturing Staff is as follows:

- Level 1 – 62 days – fixed

- Level 2 – 60 days – up to 5 days can be taken flexibly, subject to operational exigencies of the service
- Level 3 – 55 days, the timing of which will be determined subject to operational exigencies of the service

Leave for promoted lecturers shall accrue as shown in the following table:

Promoted Lecturer												
Complete months of service	1	2	3	4	5	6	7	8	9	10	11	12
Promoted Level 1	5	10	16	21	26	31	36	42	46	52	57	62
Promoted Level 2	5	10	15	20	25	30	35	40	45	50	55	60
Promoted Level 3	5	9	14	19	23	27	32	37	41	45	50	55

At a local level, promoted lecturers in the Lerwick campus work one week of the October break to afford them 5 days that can be taken flexibly, subject to operational exigencies of the service. Promoted lecturers in the Scalloway Campus have fixed holidays at a local level. In time we hope to achieve parity across campuses as the Scalloway Campus aligns courses with the standard UHI Shetland term times.

Lecturers:

The annual leave entitlement for lecturing staff is 62 days, which accrues as follows:

Lecturer												
Complete months of service	1	2	3	4	5	6	7	8	9	10	11	12
Leave entitlement in days	5	10	16	21	26	31	36	42	46	52	57	62
Unpromoted												

For calculating annual leave accrual, the process is the same for lecturers and promoted lecturer:

A completed month means the period between a date in one month and the immediately preceding date in the following month (for example 15<sup>th</sup> February to 14<sup>th</sup> March inclusive).

Rules for calculating annual leave for Lecturers and Promoted Lecturers:

- Staff appointed to a part time post will have their leave accrual determined on a pro-rata basis with any fractional part of a day being rounded upwards to the nearest half day.
- The leave year commences on 1<sup>st</sup> September of each year.
- Leave shall not normally be carried over from one leave year to the next.
- If you leave employment for reasons other than dismissal for misconduct you will be granted the balance of accrued holiday entitlement as shown above, before the date of termination unless, at the requirement of Shetland UHI or through unavoidable circumstances, such leave cannot be granted. If the balance of leave cannot be taken, you shall receive one day's pay for each full day of unused accrued leave.

- If you have received more than the accrued entitlement prior to the date of termination of employment, one day's pay for each day's leave received in excess of entitlement will be recovered, subject to meeting minimum statutory leave entitlements.