



# Jesus College Oxford

## Annual leave for the year 2019/2020

### **Background**

Jesus College recognises that annual leave is important in ensuring that employees maintain a work-life balance which is essential for their well-being. The College encourages staff to book and take their annual leave entitlement throughout the year so that a large amount doesn't accumulate at the end of the year and to avoid any disappointment.

The College has been supportive of staff during these uncertain times through a number of measures, including:

- placing staff, who are unable to work remotely, on Furlough as soon as possible (where annual leave continues to accrue);
- paying at 100% salary rather than the 80% set out in the Job Retention Scheme;

Like most other employers the College is identifying ways to continue to pay staff at full pay, avoid the need for changes to staff numbers and manage the future for all of us when this virus is under control and we can return to normality.

We appreciate that at the moment many holidays plans have been disrupted by the COVID-19 outbreak and there may be queries about annual leave. In response to this please see below the procedures for taking annual leave for the 2019/2020 holiday year. We will be keeping these procedures on annual leave under review, taking into account Government guidance.

### **Annual Leave**

The College pays a generous, but manageable, leave entitlement, which is in excess of the 28 days statutory entitlement for a full time employee. In College all full time, non academic, employees accrue a minimum annual leave entitlement of 38 days in a complete year (1 October – 30 September). Some staff with long service will also continue to accrue up to a further five days annual leave based on their length of service.

### **Government Intervention due to COVID**

In March 2020 the Government announced a temporary amendment to the Working Time Regulations that govern the use/taking of annual leave. The change is aimed at allowing businesses under particular pressure from the impact of COVID 19 the flexibility to better manage their workforce, while protecting workers rights to paid statutory holiday.

It is entirely possible to see how key workers such as doctors or nurses may not be able to book annual leave while coping with the pandemic. However, the College does not anticipate that any staff will be in this position due to COVID19 and therefore the normal carryover of 5 days (fte) will continue.

If, any exceptional circumstances are identified where it is thought that the pandemic has created a situation where booking annual leave has not been possible you should discuss this with your manager.

### **Management of Leave**

With a generous annual leave entitlement it must be managed through the year by the individual and their managers. To assist this several years ago College introduced an entitlement to carry over up to five days to the following annual leave year. Any annual leave which is untaken in excess of the five day carry over will be lost.

In these unusual times the College has been looking at what else can be done to assist employees manage annual leave. The purpose of which is to ensure:

- leave is manageable and fair for all;
- that people do not have excess annual leave at the end of the year;
- that annual leave requests are manageable and proportionate;
- that everyone has an opportunity to take all of their leave and not lose any;
- everyone still has some remaining leave for the last part of the leave year (until end of September).

In order to achieve the above the College procedures are as follows:

- Any staff who have already booked annual leave will be expected to take this as planned, unless agreed by the College Officer and HR Director due to exceptional circumstances.
- All staff must take:
  - 70% of their annual leave entitlement (including any long service leave) before 1 July 2020 (to the nearest 0.5 day).

For part time staff the pro-rata amount must be taken. For part time staff the annual leave calculation is usually easier if calculated in hours. **Example of a Scout contracted to work 25 hours a week, without any long service entitlement.**

- 38 days holiday per annum for a full time scout = 296.4 hours (38 x 7.8 hours per days)
- 25 hours per week / 39 hours per week = 0.64
- 296.4 x 0.64 = 189.6 (190) hours of annual leave in a year for these part time hours.
  
- 70% of annual leave entitlement = **133 hours** (190 x 70/100)

If you are unsure how to calculate the hours please refer to your line manager.

If, prior to this document employees have already booked their annual leave for the rest of the year and this means that 70% cannot be taken by 1 July 2020 then any booked and agreed annual leave will be honoured.

### **Booking of annual leave**

All staff should discuss with their manager the annual leave days that they plan to take, this is for annual leave before the 1 July and if possible for the remaining annual leave year. These days will then be added to a record for inclusion in your leave sheet.

Staff members who follow these procedures will, by making contact, have first priority on the dates they wish to book. Where employees have not complied, it is a strong possibility that remaining dates during July, August and September will be already booked by others. In such a scenario employees may lose some annual leave or be required to take the leave at times they have not chosen.

We hope that all staff understand the need for the College to issue this reminder to book holiday and build in greater structure to ensure that there everyone has an opportunity to take their annual leave.

### **Requests to cancel annual leave (due to COVID19)**

There have been a number of situations where staff members have requested that they cancel their annual leave because they no longer want to take time off that they had previously booked. Going forward, for all of the reasons given in this document the College needs to manage annual leave.

If an employee wishes to cancel annual leave the request needs to go to the Director who will look at the total annual leave remaining and the amount of the annual leave year left. It is likely that it will not be possible to cancel all leave requests. However, to ensure consistency of approach each request should be discussed with the relevant College Officer and the HR Director. In exceptional cases the employee may be allowed to change their annual leave dates but not cancel the amount of annual leave already booked.