

Addendum to contract effective 1 April 2020

Following a period of consultation, the following addendum confirms the agreed changes to terms and conditions for current grades 1-6 professional services employees.

Hours of work

Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 36 hours per week. The working week is usually Monday to Friday, although shift patterns operate in some areas. Where shift patterns are in operation, these are agreed locally within your section, and may include working at weekends, evenings, public holidays or specific call out arrangements. Please seek further information from your line manager. You may be expected to work outside of your normal pattern on occasion as requested and as is reasonable by your line manager and following consultation with you.

For employees on grades 1-6, hours in excess of your normal working hours must be agreed in advance with your line manager and will normally be compensated by time off in lieu. In exceptional circumstances, payment will be made at the rate of single time up to and including 36 hours per week (or an average 36 hours week pattern where shift patterns vary). For hours worked in excess of 36 hours per week, overtime will be paid on the following basis:

- **On a normal working day** will be paid at the rate of single time for the first hour of overtime and time and-a-half thereafter,
- **On a non-working day** will be paid at the rate of time and a half for any overtime worked.

For work on a public holiday or on a day when the University is closed:

- If it would have otherwise been a **normal working day**, additional payment at single time will be made and equivalent time off in lieu given at a later date.
- If the bank holiday or closure day falls on a day that you would **not normally have worked**, payment will be made at the rate of time and a half.

Annual leave

Employees are entitled to 201.6 hours (28 days for those on the standard 7.2 working pattern) paid leave per annum. Annual leave will be calculated pro rata for part-time employees or those starting or leaving part way through the annual leave year.

In addition to this you are entitled to Public and Bank holidays (usually 8) during a full calendar year, and 3 days of leave to be taken on fixed days when the University is closed during the Christmas vacation. If you work a shift pattern which includes bank holidays and closure days you will receive equivalent time off in lieu. The annual leave year runs from 1 April to 31 March. Unused annual leave entitlement cannot normally be carried over to the following leave year. In the event of you leaving the University, it is expected that you use your annual leave entitlement prior to your final date of employment, unless in exceptional circumstances and in agreement with your line manager, a payment will be made in your final pay. Should you have overtaken your annual leave entitlement at the time of you leaving, the overtaken annual leave will be deducted from your final pay.

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