



# **Annual Leave Arrangements**

## Annual Leave

You are entitled to annual leave as specified in your [contract of employment](#). Annual leave allows you to take paid time off from work.

Annual leave entitlement runs from 1 August to 31 July each year.

You are expected to take your yearly holiday entitlement during this period. Sometimes events outside of our control arise and additional time away from work may be required. The WHH [Family Leave Policies](#), [Special Leave Policies](#) and [Bereavement Policy](#) provide information on the other types of leave available.

### **Booking annual leave**

You need to log in to Planday to request annual leave. Your manager will show you how to use Planday.

All annual leave must be taken in the leave year in which it accrues (1 August to 31 July), and you should ensure you plan ahead to book leave through the year, in consultation with your manager.

Any unused annual leave remaining at the end of the leave year will be lost. An exception may be agreed only based on one of the following reasons:

- long-term sickness absence, maternity/adoption leave or shared parental leave,
- you have been refused requests for leave because of demands of work,
- Other exceptional circumstances.

### **Christmas closure and bank holidays**

The total number of days in your annual leave entitlement includes days that would usually be taken for the Christmas closure and bank holidays. This normally totals 11 days (3 closure days and 8 bank holiday days).

WHH provides services across the full year, including the Christmas closure and bank holiday periods. Therefore, there is no automatic entitlement to take these days as annual leave and they must be booked in advance with the agreement of your manager.

### **Annual leave for staff working a differing number of hours**

The usual WHH full time equivalent hours is 40 per week. Staff working a differing number of hours per week will have a pro-rata entitlement to annual leave.

## **Calculating your annual leave**

Your annual leave entitlement is added to Planday each year. Your entitlement is shown in hours, with a full-time equivalent day being 8 hours based on a 40-hour working week (please refer to your contract of employment for exact entitlement). You can use the [calculators](#) to work out your annual leave and to convert hours to days or days to hours.

## **Leaving WHH**

All leavers are required to take their accrued annual leave before their last day of employment and should work with their manager to ensure this is managed in a planned way.

Exceptional requests for the payment of annual leave at the end of employment must be approved in advance by the Director of Campus Services after consulting with the Director of People and Culture.

If you owe any holiday in circumstances where you have overtaken your entitlement, this will be deducted from any final payment made.

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