

# **Green Templeton College University of Oxford**

## **Holidays**

The number of working days paid holiday to which you are entitled in each leave year is 38 per year (this is inclusive of any fixed/closure days and statutory/bank holidays). For staff with less than a years' service, and part-time staff, the amount of annual holiday allowed will be calculated on a pro-rata basis. Holiday accrual begins from the first day of your employment.

Holidays are to be taken at times approved in advance by your line manager (who will not unreasonably withhold consent) and in line with any restrictions laid out in your contract of employment. The normal leave year runs from 1 January to 31 December. A maximum of 5 days unused holiday may be carried forward into the new leave year, at the discretion of your line manager.

Some staff will be required to take part of their holiday entitlement during closure days, depending on the requirements of the College.

All staff will be given a holiday card which is used to record and request holiday from the individual line manager.

## **Requesting Holiday**

All holiday requests must be made using a holiday card. Staff should complete their holiday card and have it signed by their Line Manager or Senior Manager before making any firm holiday arrangements.

Holiday requests will only be considered if they are presented on a holiday card and will be allocated fairly within teams ensuring that operational efficiency and minimum staffing levels are maintained throughout the year.

The minimum notice normally required for holidays, is at least four weeks' notice of intention to take holidays and one week's notice for odd single days. Any staff member requiring annual leave in an emergency should discuss the matter with their line manager at their earliest opportunity.

## **Holiday Entitlement On Leaving**

Leaving the employment of the College, is the only time when any untaken holiday may be paid. If you have not taken your full holiday entitlement at the time you leave, you will be paid accrued holiday pay calculated in proportion to the period already worked during the leave year less the value of any days of holiday already taken. If you have taken more than your full holiday entitlement at the time that you leave, calculated in proportion to the period already worked during the leave year, then the College will deduct an appropriate sum from your final payment.

## **Holiday Entitlement for Part-Time Workers**

Holiday entitlement for part-time workers is pro-rata to that of full-time workers, including pro-rata time off in lieu for bank holidays, according to the number of hours worked.

### **Unpaid Leave**

Unpaid leave will only be granted in exceptional circumstances and after all paid leave is exhausted e.g. during the first part year of service where the leave allowance is insufficient to cover a pre booked holiday.

### **Additional Holidays for Long Service**

All staff are entitled to long service leave based on their length of continuous service with Green Templeton College (or Green or Templeton Colleges if you commenced prior to 2008), in accordance with the table below:-

<b>More than (years)</b>	<b>Less than (years)</b>	<b>Extra Days Leave</b>
5	7	1
7	12	2
12	20	3
20	25	4
25	30	5
Over 30		6