

The University of Sussex

Holiday Scheme: Manual and Ancillary Staff

1. This scheme applies to those appointed on the Conditions of Service of Manual and Ancillary Staff (see document E52). It applies to full and part time staff.

Holidays

2. Holiday Entitlement shall be as follows:

| <u>a) Annual Leave</u> | <u>Entitlement in Working Days</u> | |
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| | <u>5 Day Week</u> | <u>6 Day Week</u> |
| With the choice of dates left to the individual, subject to the approval of the Head of Department who will not unreasonably withhold consent. | 20 days plus 1 long service day after completing 3 years continuous service, 1 day after completing 4 years continuous service and 1 day after completing 5 years continuous service. | 24 days plus 1 long service day after completing 3 years continuous service, 1 day after completing 4 years continuous service and 1 day after completing 5 years continuous service. |

N.B. For the purpose of reckoning long service entitlement, employment with another employing institution in The University sector (without a break of service) shall be counted as continuous service.

- b) Public and Statutory Holidays 8 Days

(Normally, New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day, Boxing Day)

N.B. These days may be moved to other more convenient dates by prior agreement locally.

- c) Other days when the University is Closed 6 Days

To be fixed at the discretion of The University after local consultation.

3. Paragraph 3 has been deleted.

4. In exceptional circumstances and by mutual agreement up to 5 days annual leave can be carried forward to the next year.

Annual Leave Year

5. The leave year runs from 1st October to 30th September. In the first year of service, annual leave entitlement accrues at the rate of 1/12th for each completed calendar month of continuous service.

An employee who leaves the employment of The University is entitled to receive pay in lieu of any annual holiday entitlement which has been accrued but not taken.

Pay During Annual Leave

6. A day's pay for annual leave is the equivalent of total earnings for a normal working week divided by the number of days worked by the employee in the week. Enhanced payment for conditioned overtime is included. Where earnings for a normal working week vary from week to week or from one part of the year to another, then the calculation is based on average earnings over whatever period is necessary to cover the variations. The calculation is made on the basis of the current hourly rate for the employee's post at the time the holiday is taken.

Public and Statutory Holiday

7. An employee is entitled to a holiday with a normal day's pay on each of the public holidays, except in the circumstances described in Paragraph 9 below.
8. A normal day's pay for a public holiday is the sum which would have been payable if that day had not been a public holiday.
9. An employee is not paid for a public holiday if absent from work without permission on the normal working day preceding or following it.
10. Double time will be paid for all hours worked on a bank or public holiday, plus time off in lieu (TOIL) up to a maximum of an individual's normal working day, irrespective of the 36.5 hour threshold having been reached. Bank or public holidays will be deemed to start at 12 midnight and end at 12 midnight, 24-hours later.
11. When a public holiday falls upon a rest day or lieu day then another day is granted as a rest day.
12. The University may arrange for the public holiday entitlement of all or part of its Manual and Ancillary staff to be transferred by mutual agreement from the actual public holidays to other more convenient dates.

Other days when The University is closed

13. The University may be closed on days other than public holidays when it closes for an official holiday at its discretion.
14. An employee is entitled to a holiday with a normal day's pay, as defined in Paragraph 6, except in the circumstances described in Paragraph 15 below, on those days when The University is closed under 2 c) above.
15. An employee is not paid for the holiday on the other days when the University is closed under Paragraph 2 c) above if absent from work without permission on the normal working day preceding or following these other days.
16. Double time will be paid for all hours worked on the other days when the University is closed, plus time off in lieu (TOIL) up to a maximum of an individual's normal working day, irrespective of the 36.5 hour threshold having been reached. The other days when the University is closed will be deemed to start at 12 midnight and end at 12 midnight, 24-hours later.
17. If the holiday on the other days on which The University is closed under Paragraph 2 c) above falls upon a rest day or lieu day then another day is granted as a rest day or lieu day.
18. The University may arrange by mutual agreement for the holiday on other days on which The University is closed under Paragraph 2 c) above to be transferred to other more convenient dates.

Sickness During Annual Leave

19. Where an employee does not return to work after sick leave, either because their employment is terminated by notice on either side, or because they have retired under the terms of The University of Sussex Pension and Assurance Scheme, they shall not be allowed payment for any holiday which has been accrued but not taken.
20. An employee who falls sick during the course of their annual holiday shall be regarded as being on sick leave from the date of their medical certificate, and shall after returning to work be entitled to take the balance of their holiday at a later date.
21. On the death of an employee, their representatives shall be paid an allowance in lieu of holidays with pay calculated as provided under Paragraph 19.

Lay Off

22. Apart from the above holidays The University maintains the right to 'lay-off' certain part time catering staff during vacations, if their services are not required. Employees who are 'laid-off' shall be allowed a Special Retaining Fee calculated at one third of their normal basic weekly wage, subject to the following conditions:

a) Employees must undertake to return to work at the end of the period of 'lay-off';

b) One half of the special payment shall be paid prior to the commencement of the period during vacation when the employee is 'laid-off', and the other half of the special payment shall be paid on the first day after the employee's resumption of normal working hours; provided that the second half of the special payment shall not be withheld from an employee who, for reasons of certified illness or with the consent of The University does not return to duty on the appointed day;

c) An employee who is sick during that period of The University vacation when the Special Retaining Fee applies, will receive the fee and no allowance under the Sickness Benefit Scheme for Manual and Ancillary staff;

d) The Special Retaining Fee shall be related to the basic hours worked (the basic week) immediately prior to the corresponding University vacation.

23. 'Laid-off' employees may be called back during a period for which they have already received one third pay. In these cases payment at two thirds rate will be made in order to bring the total payments up to full pay, unless recall is for special functions, when the normal casual rate will be paid. An employee who accepts alternative employment with The University during the period of 'lay-off' on equal or better rates of wages, shall not be entitled to the Special Retaining Fee in respect of any such period of alternative employment.