

**Policy on the carry forward and anticipation of annual leave**

**(i) Carry forward**

1. The University encourages and expects staff to take their full annual leave entitlement during the current leave year.
2. Notwithstanding this, up to five days' annual leave (pro rata for part-time staff) can be carried forward from one leave year to the next. Staff must notify their manager of any such annual leave that is carried forward.
3. In such circumstances, the leave carried forward should normally be taken within the first four months of the new leave year (i.e. by the end of January).
4. In special circumstances, annual leave in excess of five days may be carried forward from one leave year to the next, subject to prior agreement by the individual's manager, for example:
  - where a member of staff has been unable to take his/her full leave entitlement due to work commitments;
  - where a member of staff wants to take an extended period of leave, for example to visit relatives overseas, or to undertake a religious pilgrimage.
5. Payment cannot be made for outstanding annual leave except when a member of staff leaves the University and has been unable to take his/her full accrued holiday entitlement due to work commitments. In such cases, payment would normally only be made for leave outstanding in the current leave year.

**(ii) Anticipation of leave**

6. A member of staff may only bring forward annual leave from his/her future leave year in exceptional cases, for example, to visit relatives overseas, to undertake a religious pilgrimage, to take additional leave after a period or paternity leave, or to take a period of annual leave prior to starting maternity leave.
7. Any such anticipated annual leave must be approved by the individual's manager.