

## Postgraduate Researcher Annual Leave (holiday) Request Form Student Route visa holders only

Normal term-time and University vacation dates do not apply to Postgraduate Researchers (PGRs). Instead PGRs are permitted 40 days annual leave per academic year, including UK Bank Holidays and University minimum service days.

Up to 26 days can be requested as annual leave/holiday. The approximate 14 days that comprise University closure days and UK bank holidays should not be requested as they are automatically included in your annual leave entitlement. Weekends are not included in the 40 day annual leave entitlement.

PGRs are required to seek permission from their supervisor and to complete this form for each period of holiday requested.

If PGRs would like to work full-time they can do so during an approved period of holiday. PGRs cannot work more than 20 hours a week outside of an approved holiday period.

PGRs are asked to note the following key points before completing this form:

- PGRs must ensure that they have a sufficient balance of holiday remaining for the current academic year before submitting a new holiday request.
- PGRs must not make any bookings before the request for holiday has been approved.
- Please complete this form at least 2 weeks prior to the start date of your requested holiday. You must allow sufficient time for this form to be processed.
- PGRs are not expected to take holidays after their viva/whilst in their corrections period.

|                                                                                                 |                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PGR Name                                                                                        |                                                                                                                                                                                              |
| Registration number                                                                             |                                                                                                                                                                                              |
| Holiday dates requested                                                                         | <div style="display: flex; justify-content: space-between;"> <span>From:</span> <span>To:</span> </div> <div style="text-align: center; margin-top: 5px;">(please use format xx/xx/xx)</div> |
| Number of days requested (excluding weekends, Bank Holidays or University Minimum Service days) |                                                                                                                                                                                              |
| Address while on holiday                                                                        |                                                                                                                                                                                              |
| Signature of PGR                                                                                |                                                                                                                                                                                              |
| Date                                                                                            |                                                                                                                                                                                              |

|                 |  |
|-----------------|--|
| Supervisor Name |  |
|-----------------|--|

|                         |                                              |
|-------------------------|----------------------------------------------|
| Signature of supervisor | <i>I confirm that I support this request</i> |
| Date                    |                                              |

**When this form is completed and signed by your supervisor, please submit it to the UKVI Compliance team [PGR-visas@sussex.ac.uk](mailto:PGR-visas@sussex.ac.uk)**

For completion by the UKVI Compliance Team

|                                         |                 |
|-----------------------------------------|-----------------|
| Total leave balance [academic year]     | 26 working days |
| Remaining leave balance [academic year] |                 |
| Date                                    |                 |

### **Holiday Period**

Please note:

- PGRs cannot take more than their 26 days holiday allocation. Unused holiday allowance cannot be carried forward.
- PGRs going on holiday overseas should request a letter of enrolment using the [Letters and Documents](#) page of the Student Hub, which may be requested by the immigration authorities when re-entering the UK
- PGRs who are approaching the end of their current Student Route visa or who are close to having their degree awarded are strongly advised not to travel outside of the UK before discussing their intentions with the University's International Advisors.
- PGRs can request an extension of annual leave, if required, between their Submission date and Viva date by emailing [PGRvisa@sussex.ac.uk](mailto:PGRvisa@sussex.ac.uk)

### **Annual leave/Holiday process for international PGRs on a Student Route visa**

This process applies solely to Student Route sponsored Postgraduate Researchers. While all PGRs are entitled to up to 40 days holiday per year, Student Route visas only permit paid work of up to 20 hours a week during 'term-time'. As term dates do not apply to PGRs, in order to define the holiday periods where in excess of 20 hours paid work can be undertaken, centrally held (UKVI Compliance team/ HR) records of holiday dates are required.

PGRs wishing to take annual leave are required to seek permission from their supervisors and the 'Holiday request form' should be submitted to the UKVI Compliance Team.

### **Engagement during holidays**

While on periods of holiday, supervision would not normally occur, although PGRs must continue to keep contact with their main supervisor once a month.

The completed Holiday request form will be held on file in order to meet the University's Student Route sponsor responsibilities with UKVI.