

# Use of Annual Leave Policy for Professional Services Staff

## 1. Introduction

The holiday entitlement for full-time members of staff is 25 days' annual leave plus eight closure days (five days closure for winter break and three days closure for spring break) and eight public holidays per year. Details of closure days and public holidays are set out in the [School Calendar](#).

The holiday entitlement for part-time members of staff (including annual leave, closure days and public holidays) is pro-rated in line with contracted hours. For part-time staff and staff with varying work patterns, holiday entitlement is calculated and taken in hours.

The leave year is the calendar year (i.e. 1 January to 31 December). If a winter break closure day falls in January, this is accounted for in the previous leave year for the purposes of pro-rating annual leave.

Full details of the terms and conditions including holiday entitlements can be found [here](#).

Hourly paid staff receive the same holiday entitlement as salaried staff and may take this in the same way. This is paid to them at 18.64% of their hourly rate for each hour they work, ie, the equivalent to the holiday entitlement of all other staff. Hourly paid staff are expected to take the equivalent holiday time off throughout the calendar year.

The Annual Leave Guide can be found [here](#) and the guide on booking annual leave through MyView can be found [here](#).

## 2. Aims

The aim of this policy is to set out the principles by which both managers and employees should manage annual leave entitlements. This includes clear instructions on carry forward limits and the use of annual leave during notice periods.

The policy also aims to promote fair, transparent and unrestrictive practices on using annual leave to promote the wellbeing of staff and teams, as well as helping to support managers in maintaining effective staffing levels throughout the year.

## 3. Scope

This policy applies to all salaried staff on Professional Services Terms and Conditions, including Research Assistants.

## 4. Principles

### Taking annual leave

- Staff should take annual leave at regular periods/intervals throughout the calendar year. This is important in ensuring that they have frequent breaks from work to support their health, wellbeing and work-life balance.
- In most areas, holiday leave, including bank holidays and closure days, is managed and recorded in the HR [MyView](#) system.
- For full-time staff working Monday to Friday, bank holidays and closure periods are recorded in MyView and balances are automatically calculated. For part-time staff, or full-time staff with a varying work pattern, individuals are required to book bank holidays and closure periods to maintain correct balance calculations.
- In keeping with the above, and due to the operational requirements of most roles, annual leave will normally be taken in periods of ten days or less. If there are specific special personal circumstances as to why an individual requires a longer period of leave, line managers may agree to approve this on an exceptional basis.
- To support employees, colleagues and teams, employees and managers should plan and co-ordinate annual leave requests within teams at regular intervals, discussing overall team annual leave requirements alongside team business requirements. This is to ensure that annual leave can be planned out fairly and effectively throughout the year.
- Members of staff will be expected to provide suitable notice of leave requests as set out in the [Annual Leave Pocket Guide](#).
- Line managers will be expected to ensure that there are no undue restrictions on staff taking annual leave and should take any specific personal circumstances into account. Whilst there may be some occasions when taking specific periods of annual leave may be difficult operationally, these should be limited as much as feasibly possible through workload planning and setting appropriate cover arrangements. Members of staff should be aware that, on occasion, line managers may not be able to grant requested leave at a specific time due to the operational impact.
- Members of staff may wish to take their accrued holiday entitlement during longer-term periods of sickness absence<sup>1</sup>. In this case, they are required to request this with sufficient notice to ensure that pay can be processed accurately. Following such leave, members of staff must either return to work or continue to provide appropriate sickness absence certificates in line with the Sickness Absence Notification Procedures.

### Carry forward limits

- As per the terms and conditions of employment, a maximum of five days' annual leave (pro-rata for part-time staff) may automatically be carried forward into the following annual leave year.
- In exceptional circumstances, if there is a case to carry forward more than five days' annual leave (pro-rata), but less than ten days' annual leave (pro-rata) into the following calendar year, a case must be approved by the relevant service leader/academic manager/Head of Department or Centre Director.
- In exceptional circumstances, if there is a request to carry forward ten or more days' annual leave (pro-rata) into the following calendar year, a case must be approved by the Director of Human Resources.
- For staff who have been unable to use their annual leave due to extended period(s) of sickness absence, they will be entitled to carry forward a maximum of twenty days of statutory holiday (pro-rata for part-time staff) into the following leave year. Staff will be required to use the additional leave that they have carried forward within eighteen months from the date of carry forward ie, by the end of June the following year.

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<sup>1</sup> This may be beneficial if an employee has exhausted their sick pay or has dropped to half pay.

## Leaving the School/ Moving Post

- Once a member of staff resigns from LSE, they should agree with their line manager how any remaining annual leave (based on accrued holiday entitlement up to the last day of employment) will be managed during their notice period. Where possible, the outstanding balance should be taken before the employee's leaving date. Members of staff should check their remaining entitlements and balances by completing the leaver form and annual leave calculator. If individuals have any questions on their annual leave balance, they can email [hr.myview@lse.ac.uk](mailto:hr.myview@lse.ac.uk).
- Where a member of staff is moving to a different area of LSE and has a significant holiday balance, they should inform their new line manager of their leave entitlement and, where possible, take accrued leave before moving post.

## Exceptional application to extend carry forward limits

- Where a member of staff has returned from an extended period of maternity or shared parental leave, with a significant holiday leave balance, they can agree with their line manager a phased plan of up to a maximum of two additional years to bring accrued carry forward annual leave balances in line with the standard terms and conditions of employment. In exceptional circumstances, the HR Partner can agree to extend the phased plan by one additional calendar year.
- If there are legitimate business and/or extenuating personal circumstances in which a member of staff has been unable to take their accrued holiday entitlement before the end of the calendar year, a case can be made to the Director of Human Resources to approve the payment of outstanding leave.

## Monitoring of annual leave

- To support management of annual leave in line with the aims of this policy, all areas will be provided with regular termly management reports on the usage and balances of annual leave for staff within their area. Human Resources Division will support areas to resolve any queries.

## Review schedule

Review interval	Next review due by	Next review start
3 year	August 2026	January 2026

## Version history

Version	Date	Approved by	Notes
1	September 2021 November 2021	HRMB JNICC	Pending Approval
2	February 2022	HRMB, JNICC	Approved
3	April 2023	HRMB, JNICC	Approved

## Links

Reference	Link
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## Contacts

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## Communications and Training

Will this document be publicised through Internal Communications?	<b>No</b>
Will training needs arise from this policy	<b>No</b>
If Yes, please give details	