



COVID-19: Annual Leave Entitlement Policy – 1st July – 31st October 2020 (Updated 17th August 2020)

During this period of uncertainty, with a large part of the College's operations suspended until further notice, the College is supplementing its leave entitlement policy to ensure that periods of annual leave continue to be taken as far as possible. This is to support the wellbeing of staff as well as to enable the College, when the time comes, to get back to normal as quickly and energetically as possible.

The following annual leave policy applies for the period starting 1st July to the end of the Government's COVID-19 Job Retention Scheme (the Furlough Scheme) as currently scheduled, i.e. **from 1st July to 31st October 2020.**

Whether you are working in College, from home or furloughed, if you have not yet booked annual leave, the College very much encourages you to do so. The opportunities to take leave from October may be restricted as further lockdowns occur and/or the College's operational needs increase.

Furloughed Staff

Since the introduction of the Furlough Scheme, the Government has clarified that annual leave can be taken during a period of furlough. In order to support the College at this time, during a period of furlough that falls within the period that this policy applies, you will be required to take a minimum of 1/52nd of your annual entitlement (not including bank holidays) for every week that you are furloughed. For full-time staff this is the equivalent of 0.5 days holiday per week.

This means that for every week you have been or continue to be on full-time furlough you are required to take 0.5 days of leave (or the pro rata equivalent if you are part-time). If you pre-booked annual leave for any time during the weeks you are on furlough, you will be treated as taking annual leave during this period and it will count towards the amount you would otherwise be required to take as described above.

It is likely that some furloughed staff will be required to return to work, full-time or part-time ("flexible furlough"), before the beginning of term. If you are required to return to work from a period of furlough your Manager will give you prior notice of no less than 2 working days. It is therefore all the more important that you have agreed your leave plans with your manager in advance.

Flexibly Furloughed Staff

From 1st July it is possible under the Furlough Scheme for staff who have previously been furloughed for at least three weeks to come back to work on a flexible furlough arrangement. The College intends to bring back as many staff as possible under this arrangement as operational needs increase. The automatic deduction of annual leave entitlement described above will not apply to anyone who returns to work under the flexible furlough arrangement.

Quarantine after travel overseas

The rules on whether you need to self-isolate on return from a trip overseas are constantly changing. The Government's list of countries that are exempt from the requirement to self-isolate on return is being updated all the time (see: <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>). If you travel to a country that is not exempt, you will need to make sure that you have enough leave available to include the period of self-isolation you will need to do when you return. If you travel to a country that was exempt when you arrived but is taken off the exempt list while you are away, you will need to follow the Government rules on self-isolation. Please contact your manager as soon as you find out about the change. If your manager agrees that you are able to work from home during your period of self-isolation, you should do so. If that is not possible, it may be possible for you to be furloughed; otherwise you will be required to use up any unused annual leave you may have. If you cannot be furloughed and/or you do not have enough unused annual leave to cover the full period of self-isolation, the College will continue to pay your full salary.

Bank holidays

During the period that this policy applies there is no requirement for staff to work on bank holidays unless you have been instructed otherwise by your manager (in which case you will be entitled to additional time in lieu). Bank holidays in this period will therefore be deducted automatically from your holiday entitlement whether you are working in College, from home or on furlough.

Carrying over holiday

Given the current circumstances we recognise that in some exceptional cases it may not be possible to take all of your annual leave entitlement by the end of current holiday year, 31st December, or by carrying over 5 days into the first 2 months of the following year as per the College's normal policy. The government has passed emergency legislation allowing some employees to carry over a certain amount of annual leave for an extended period of 2 years where it was not practicable to take it in the leave year "as a result of the effects of the coronavirus". The College has therefore agreed that, where the legislation applies, in addition to the 5 days normally allowed, it will allow an additional 5 days to be carried over into the 2021 holiday year. However, please note that the extra 5 days carried forward may only be taken in 2021 if the College's operational needs allow this. If not, they may have to be carried forward again into the following holiday year (2022). All entitlements will be pro-rated for part-time staff. Carrying over annual leave in this way is not automatic but is at the discretion of the College; the College does not expect to permit leave to be carried over other than for those staff who were providing essential services to the College and consequently had no opportunity to take leave during the current holiday year. Staff are therefore very much encouraged to take leave as the opportunity arises.

Time off in lieu (TOIL)

Staff who are working in College or from home are reminded of the College's policy on TOIL: "If a member of staff works more than their contracted hours in their working week (overtime), they are entitled to time off in lieu (TOIL). The decision to work additional hours needs to be agreed in advance with one's manager, and the subsequent decision to take time off in lieu also needs to be agreed in advance with one's manager. TOIL should not be built up, and should be taken as soon as possible after the overtime has been worked. One hour of overtime earns one hour of TOIL, irrespective of the time or day when the overtime is worked." If you are working but are not as busy as you might ordinarily be, you are encouraged to use this period to take any accumulated TOIL. Please take account of these exceptional circumstances and the pressure they are placing on the

College's finances when agreeing your TOIL arrangements with your manager. Unless otherwise agreed in advance with your manager, if you have accrued TOIL before a period of furlough you will be deemed to have used all of it whilst on furlough in addition to accrued annual leave.

The College is working hard to maintain salaries and job security as much as it can and is grateful for your support and flexibility during this difficult period. We hope that you will find this policy to be fair and reasonable in the current difficult circumstances, where a number of conflicting interests need to be balanced. If you feel the policy creates undue hardship for you, please speak to your manager or the HR manager. Any requests for exceptions to the policy should be made first to your manager, who will refer them to the Bursar for decision.