

## NDM Research Building Annual Leave Statement

### Annual Leave Entitlement

The annual leave year runs from the 1<sup>st</sup> of October to the 30<sup>th</sup> of September. You are entitled to 38 days\* paid annual leave, inclusive of eight public holidays (pro rata for part-time staff and staff who work a non-standard week) in a full leave year. Any agreed NDM Research Building closure days should be deducted from the total entitlement of 38 days. Holiday accrual begins from the first day of your employment. Those staff with long service are awarded additional leave based on length of continuous service.

### Requesting Annual Leave

You are encouraged to make requests for leave as far in advance as possible in order to facilitate the effective planning of leave arrangements. Leave requests should be made at least two weeks in advance of the leave date(s), where possible. While every effort will be made to accommodate leave requests, approval for specific dates may be withheld where it seriously affects operational requirements. Advance notice of requests to take leave will reduce the likelihood of this situation arising. **It is essential that you obtain approval from your line manager prior to taking leave.**

The NDM Research Building typically close over Christmas and New Year and therefore three days of your annual leave allowance should be kept for this purpose. Please check with HR for specific closure dates.

### Carry Forward of Annual Leave

It is accepted that due to work commitments, it may be necessary, in exceptional circumstances to carry some annual leave into the following leave year. If this is the case, a maximum of five days can be carried across to the new leave year. **It is necessary to agree this in advance and in writing with your line manager.** Any agreed carry forward must be taken at the earliest possible opportunity and no later than 3 months into the new leave year. Carry forward of annual leave is not permitted on a year-on-year basis.

It is expected that any accrued annual leave will be taken prior to the end of a fixed term contract, or prior to the leaving date for those resigning their position. In exceptional circumstances and in agreement with your line manager, a maximum of 5 days leave will be paid at the end of the contract.

*\*Your leave entitlement will be documented in your contract of employment.*

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### Recording Annual Leave

You will receive a new annual leave card at the beginning of each leave year. To request leave, your annual leave card must be completed and e-mailed to your line Manager for consideration. Once your leave request is approved your line manager should email confirmation and the updated annual leave card back to you.

This policy statement should be read in conjunction with the University Annual Leave Policy:  
<http://www.admin.ox.ac.uk/ps/managers/hours/holiday.shtm>