

## Professional Services Annual Leave Year End 22/23

Dear Colleagues

Please be advised that the current annual leave year (2022/2023) for professional services will end on 31 March 2023, with the new leave year starting on 1 April 2023.

Except where set out below, professional services staff should use all outstanding annual leave by 31 March 2023 otherwise it will be lost. Managers are asked to remind their team about this and encourage staff to book any outstanding leave before the end of the 2022/23.

### **Annual leave Carry Over**

An employee can carry over up to five days of annual leave carry over from one leave year to the next subject to line manager approval.

In exceptional circumstances, an employee can carry over in excess of five days subject to getting approval from their Director or Faculty Operating Officer. However, employees should note that even where exceptional carry over is agreed, they must have used at least 28 days annual leave (including bank/public holidays) during 2022/23 (pro-rata for part-time staff). This is the legal minimum set out in the Working Time Regulations 1998. Where exceptional carry over of leave is agreed, excess carry over must be used by the end of April 2023.

Separate arrangements apply for carry over of annual leave when staff are on long-term sickness absence or family leave.

### **Managing Agreed Carry Over Leave**

Any agreed carryover leave will not be recorded via Horizon self-service. It must be noted and managed locally by the line manager and members of staff.

## **Annual Leave Balance**

Any queries regarding your annual leave balance in Horizon should be emailed to the IT Service Desk: [itservicedesk@gre.ac.uk](mailto:itservicedesk@gre.ac.uk)

**Enquiries:** [itservicedesk@gre.ac.uk](mailto:itservicedesk@gre.ac.uk)

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To: All Staff