Leave Procedure	
Enabling Policy Statement; Executive Owner; Approval Route:	Our Colleagues – Chief Operating Officer – Operations Committee
Is the Procedure for internal use only (Non-disclosable) ?	Disclosable
Associated Policy Statements:	N/A
Authorised Owner:	Human Resources Director
Authorised Co-ordinator:	Associate Director (People Services)
Effective date:	05/04/2024
Due date for full review:	05/04/2027
Sub documentation:	N/A

Approval History

Version	Reason for review	Approval Route	Date
1.0	• Migration to POPP • Implementation of Carer's Leave Act 2024	Operations Committee – Chairs Approval	05/04/2024
1.1	• Addition of clause 4.3.3 Bereaved Partner's Paternity Leave due to Employment Rights Act 2025	Operations Committee – Chairs Approval	01/04/2026
1.2	• Change to Carer's Leave provision clause 4.4 • Change to Bereavement Leave provision clause 4.3.1 • New clause 4.5 on Domestic Emergency Leave • New clause 4.6 on Fertility Treatment Leave • Addition of Bereaved Partner's Paternity Leave definition followed feedback from the Women's Network.	Operations Committee – Chairs Approval	31/08/2026

1. Purpose

1.1. The University will seek to ensure all staff are able to take the paid annual leave to which they are entitled. Please note that the provisions detailed include any statutory rights staff have in relation to annual leave under the Working Time Regulations. All staff are expected to plan/book annual leave in accordance with the operational needs of the Department/School/Faculty. This means that some roles will not be able to take leave at certain times of the year. The employee has a responsibility to take their leave and is responsible for monitoring it. Employees will be required to request leave through their local leave booking process. It is expected that an employee would normally give notice equal to twice the length of the holiday that they wish to take, e.g. if taking one week's holiday, then the request should be made at least two weeks prior to the start date of the holiday.

1.2. The University recognises that many of its employees have obligations relating to children or other dependants which require a balancing of work and family caring responsibilities. It also recognises that this balancing act sometimes requires them to be absent from work, either on a planned or an unplanned basis. The University confirms its commitment to supporting its employees in these circumstances and to encouraging an appropriate environment of support and understanding.

2. Scope and Exceptions to the Procedure

This procedure applies to all employees who hold a contract of employment with the University and its subsidiaries.

3. Definitions and Terminology

A Dependant is defined under *Dependants Leave* as the partner, child or parent of the employee, or someone who lives with the employee as part of their family. This does not include tenants or boarders living in the family home, or someone who lives in the household as an employee e.g. a live-in nanny.

A Dependant is defined under *Carer's Leave* as the spouse, civil partner, child or parent of the employee, *or* if they live in the same household (with the exception of being a boarder, employee, lodger or tenant) *or* if they reasonably rely on the employee to provide and arrange care.

Bereaved Partner's Paternity Leave: Leave available to an eligible employee following the death of their child's other parent or primary caregiver, in accordance with this procedure. For the purposes of this procedure, the term *paternity* is used in its legal sense but is intended to be inclusive of eligible partners of any sex or gender, regardless of their parental title or gender identity, who meet the relevant eligibility criteria.

4. Procedural Principles

4.1. Annual Leave

4.1.1 Annual Leave Entitlement

The leave year usually runs from 1 August until 31 July. Please refer to the Staff Handbook for paid holiday entitlement. Specific leave arrangements apply for Associate Tutors and UniTemps workers. Please refer to the Associate Handbook or UniTemps guidelines as applicable.

4.1.2 Part-time Employees

Part-time employees are entitled to leave on a pro rata basis according to the number of hours worked. This ensures that all part timers receive a fair proportion of public holidays and closure days, rather than receiving paid time off, only if they were due to work on the public holiday/closure day.

For example, if part-time staff worked on Mondays (and only received public holidays off if they were due to work that day) they would get most public holidays off as paid leave. Those who worked Wednesdays would not receive any public holidays at all.

In order to be treated comparably to full-time colleagues, all part-time staff will receive a pro-rata entitlement for public holidays and University days (Public Holiday Entitlement) regardless of hours or patterns of work. Staff will be expected to use their public holiday entitlement on public holidays and University days, which fall on their normal working days. Staff must take the holiday in the same calendar month in which the Public Holiday/University Day falls. Where an employee has to take a public holiday or a University day off (because it falls upon one of their working days) and their Public Holiday Entitlement is not sufficient to cover this, they should agree with their line manager to work the equivalent number of hours at an alternative time, agree with their line manager to take unpaid leave or take the balance from their annual leave entitlement.

Where part-time employees start or leave employment during a holiday year they will receive a proportion of their full public holiday entitlement. Where a fixed-term contract is extended or their hours of work change, their public holiday entitlement should be recalculated using their new end date/hours per week (less any public holiday entitlement already taken).

For calculation of pro-rata holiday entitlement for part-time workers, please see Appendix A.

4.1.3 New Employees

Newly appointed staff are entitled to annual leave on a pro rata basis, at a rate of 1/260 of their full annual leave entitlement according to their start date. If an employee starts part way through a month, they will receive a proportion of the holiday entitlement for that month. The calculation of annual leave for newly appointed staff will be provided by either the line manager or Human Resources.

The University of Surrey will make every effort to meet the needs of new employees in respect of commitments to holidays made prior to the offer of employment.

4.1.4 Staff Leaving the University

During the year in which employment comes to an end, staff are entitled to annual leave on a pro rata basis up to their final day of service. Employees may be required to take any leave owing to them prior to leaving. Any leave that cannot be taken should be discussed with the line manager or local HR Representative for possible payment in lieu.

Where a member of staff leaves the University and has taken more leave than they have accrued, payment for this excess is deducted from their final month's salary.

4.1.5 Application to take Annual Leave

Applications for paid annual leave should be made to the line manager at the earliest opportunity, particularly for longer periods of leave. Applications for leave periods of more than 2 weeks will be subject to a review of operational needs of the department.

Applications to take paid annual leave must be approved by the line manager prior to its being taken. Applications should be made by using the agreed local process.

Employees should not commit to holiday plans until requests to take annual leave have been approved.

4.1.6. Leave Entitlements and Absence

Annual leave entitlement accrues during any paid period of leave but does not accrue during unpaid leave, with the exception of maternity, sickness or unpaid sabbatical (please refer to individual procedures).

Staff on long-term sick leave are entitled to take booked annual leave and be paid accordingly during their sick period. Similarly, staff who are suspended without pay will also be entitled to apply for annual leave and be paid accordingly. If you book a day's leave and are subsequently off sick, this will not be returned unless supported by a medical certificate (fit note).

No payment can be made in lieu of annual leave unless the employee is leaving the University.

4.1.7 Carry Over of Annual Leave Entitlement

Statutory regulations limit the amount of annual leave that can be carried over into another leave year. Therefore, a maximum of five days (pro-rata for part-time staff) may be carried forward to the next holiday year providing the needs of the business can be met. Leave may not be carried forward to the next leave year without the prior agreement of the line manager. The process for applying to carryover leave will depend on local arrangements and time limits may be imposed locally for the carried forward leave to be used within 3 months of the start of the new leave year.

4.2. Time off for Dependants

A dependant is the partner, child or parent of the employee, or someone who lives with the employee as part of their family. This does not include tenants or boarders living in the family home, or someone who lives in the household as an employee e.g. a live-in nanny.

In cases of illness, injury or where care arrangements break down a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

An employee may take time off work to deal with an emergency involving a dependant in the following circumstances:

- if a dependant falls ill or has been involved in an accident or incident, including where the victim is hurt or distressed rather than injured physically;
- to make longer term care arrangements for a dependant who is ill or injured;
- to make arrangements in connection with the death of a dependant;
- to deal with an unexpected disruption or breakdown in care arrangements for a dependant;
- to deal with an incident involving the employee's child during school hours;

Dependant's Leave is not available for events which can be foreseen, or which have been planned. In these circumstances, employees must use annual leave, parental leave, or unpaid leave as appropriate. It would not be considered acceptable, for example, for an employee to take 1 or 2 weeks' Dependant's Leave in order to look after a sick child.

Employees are entitled to Dependant's leave from the start of their employment with the University.

Whilst there is no set limit to the amount of time off which may be taken, in view of the fact that such leave is available to enable the employee to deal with a crisis, it is not normally expected to last for more than one or two days.

Employees who take Dependant's Leave will continue to receive full pay for a maximum of 3 days in any 12-month period. Thereafter any further Dependant's Leave will normally be unpaid.

Further paid leave in a particular year will be subject to the discretion of the employee's line manager.

An employee who needs to take Dependant's Leave must inform their line manager as soon as reasonably practicable about their absence, explaining the reason and giving an indication of the likely length of absence.

Where the employee is called away from work during the working day, they are expected to advise the line manager or nominee before leaving the University. Where the employee is unable to attend and start work on a particular day, they should contact the line manager by 10.00am or as soon as is reasonably practicable.

4.3. Other Domestic Leave

4.3.1 Bereavement Leave relating to any significant loss in an employee's life.

In the case of bereavement, up to 5 days of paid leave will normally be available, depending on the individual circumstances of the employee. Each case will be considered sympathetically, taking account of factors such as the nature of the bereavement, the significance of the loss to the employee, domestic responsibilities and any travel

requirements.

Depending on individual circumstances and the amount of time needed, in addition to paid bereavement leave, managers may discuss a range of additional support options with staff, including unpaid leave, annual leave, career breaks, temporary adjustments to working arrangements, or other appropriate support.

Leave entitlement relating to the death of a child under the age of 18 is outlined in section 4.3.2.

4.3.2 Parental Bereavement Leave relating to the loss of a child under the age of 18. This statutory entitlement is available to the parents of a child under the age of 18 who dies on or after 6 April 2020.

The child's parents will be entitled to up to 10 days of paid leave (pro rata for part time employees)

These 10 days of paid leave would normally be inclusive of 5 days paid Bereavement Leave (see section 4.3.1).

This provision includes parents who suffer a stillbirth after 24 weeks of pregnancy.

While the statutory Parental Bereavement Leave Regulations 2020 set out the right to time off for parents who lose a child under the age of 18 or suffer a stillbirth after 24 weeks of pregnancy, the University acknowledges that loss of a child at any stage of pregnancy or time of life can be extremely difficult and would endeavour to support parents affected by this in a compassionate manner.

Employees are entitled to Parental Bereavement Leave from the start of their employment with the University.

Employees can take 10 days of paid parental bereavement leave (pro rata for part time employees), typically as: a) a single block of 10 days; or b) two separate blocks of 5 days at different times.

The University recognises that returning to work after bereavement will be extremely difficult. Advice and support can be obtained by speaking with your line manager or contacting, in confidence, a member of your HR Team who can liaise with Occupational Health.

An employee can take the leave at the time(s) they choose within the 56 weeks after their bereavement. They might choose, for example, to take it at a particularly difficult time, such as their Child's birthday or to follow on immediately from maternity, adoption, paternity leave or shared parental leave (taken in relation to the child who has passed away).

During the leave, all the terms and conditions of their employment will continue. For example, holiday entitlement continues to accrue. Pension contributions will continue to be paid.

If employees have lost more than one child, there is a separate entitlement to bereavement leave for each child who has passed away.

Employees should let their line manager and the HR department know as soon as practically possible, when they wish to take the leave.

4.3.3 Bereaved Partner's Paternity leave

Employees have a statutory right to Bereaved Partner's Paternity Leave from the first day of employment where a child's primary carer dies within the first year of their child's life or adoption. This is in accordance with the Bereaved Partner's Paternity Leave Regulations 2026 effective from 6 April 2026.

An employee will be eligible for unpaid bereaved partner's paternity leave where they have responsibility for the upbringing of the child and satisfy one of the following conditions:

i. In a birth case:

- the employee is the child's father; or

immediately before the death of the child's mother, the employee was married to, the civil partner of, or the partner of the child's mother.

ii. In an adoption case:

- the employee was married to, the civil partner of, or the partner of the child's adopter at the date of placement or immediately before the adopter's death.

iii. In an overseas adoption case:

- the employee was married to, the civil partner of, or the partner of the adopter on the date of official notification or immediately before the adopter's death.

This entitlement applies equally to same-sex partners and to employees who remain responsible for the child following separation.

Leave applies where the death occurs on or after 6 April 2026 and within the first year of the child's:

- birth (including surrogacy arrangements); or
- placement for adoption; or
- entry into Great Britain (for overseas adoptions).

The deceased must have been:

- the child's mother or birth parent;
- the primary adopter; or
- an intended parent in a surrogacy arrangement.

Eligible employees may take up to 52 weeks' unpaid leave:

- Leave must be taken in a single continuous block.
- Leave must generally be taken within 52 weeks of the relevant event (birth, placement, or entry into Great Britain).
- Where the death occurs less than 14 days before the end of the 52-week period, the employee remains entitled to take up to 14 days' leave.

The employee must notify the University of their intention to take leave as soon as reasonably practicable. Notification may initially be given by a third party; however, formal

notice must be provided by the employee.

ii. Where leave is to start within 8 weeks of the death:

- notice may be given verbally or in writing;
- the leave may commence immediately;
- the employee must confirm the duration of leave in writing within 8 weeks of the death and at least one week before the intended return to work.

iii. Where leave is to start more than 8 weeks after the death:

- the employee must provide at least one week's written notice before the leave begins.

The employee must provide the following information:

- the date of the partner's death;
- the intended start date of leave;
- the relevant child-related date, being: the child's date of birth (birth or surrogacy cases);
- the date of placement (UK adoption); or
- the date the child entered Great Britain (overseas adoption).

Where notice is given more than 8 weeks after the death, the employee must also confirm in writing:

- their relationship to the child;
- that they have or will have responsibility for the child's upbringing; and
- the intended return to work date.
- During a period of Bereaved Partner's Paternity Leave an employee may be entitled carry out 'Keeping in Touch days' without bringing the leave to an end. Please speak to your HR representative for more information on this.

The University will act with flexibility and compassion in these circumstances and will provide reasonable support to employees during bereavement.

4.4. Carer's Leave

4.5.

4.4.1 Eligibility

In the case of 'Carer's Leave' a dependant is defined as the spouse, civil partner, child or parent of the employee, *or* if they live in the same household (with the exception of being a boarder, employee, lodger or tenant) *or* if they reasonably rely on the employee to provide and arrange care.

A dependant is considered to have a long-term care need if they have an illness or injury (physical or mental) that requires or is likely to require care for more than three months *or* they have a disability as defined under the Equality Act 2010 *or* require care for a reason connected with their old age.

4.4.2 Entitlement

An employee is entitled to one week's paid leave in any twelve-month period to support a dependant with a long-term care need.

The leave should be taken in hours, up to and including taking a block of a whole week of leave at once.

For the purposes of Carer's Leave, a week means the number of hours an employee is normally contracted to work in one week. Therefore, part-time employees are entitled to take Carer's Leave equivalent to their normal weekly working hours, which may be taken over the days and hours they would normally work.

Notification of Carer's Leave should be twice the length of time that needs to be taken in advance of the earliest day of leave, or three days notice, whichever is longer. Employees will need to agree the leave with the line manager and notify HR Operations, who will record the leave.

4.6. Domestic Emergency Leave

4.5.1 Domestic Emergency Leave is available to employees who need to take short-notice time off work to deal with an urgent and unforeseen domestic emergency requiring their immediate attention. This provision applies where the emergency cannot reasonably be dealt with outside normal working hours and significantly affects the employee's home, safety or dependants. Examples include serious incidents such as fire, flood, burglary or major structural damage to the employee's home.

4.5.2 Domestic Emergency Leave is not available for planned or foreseeable events, such as routine medical appointments, pre-arranged childcare arrangements or house moves. In these circumstances, employees should request annual leave, flexible working or other appropriate leave.

4.5.3 The University will normally grant up to one working day's paid Domestic Emergency Leave per incident to enable the employee to deal with the immediate situation and put short-term arrangements in place. Any additional time off will be subject to the agreement of the employee's line manager and may be taken as annual leave, unpaid leave or other appropriate leave.

4.5.4 Employees must notify their line manager as soon as reasonably practicable of the reason for their absence and the likely duration.

4.7. Fertility Leave

4.6.1 The University recognises the emotional and physical challenges which may arise from undergoing fertility treatments and supports colleagues who wish to undertake such treatment. In support of the employee, whether they are the mother to be and/or the father/partner. Wellbeing support can be accessed through the University Employee Assistance Programme, more details can be found on the Reward and Benefits pages.

4.6.2 Staff undergoing IVF will be supported by the University through local flexibility via discussions with local management. Line managers are required to be flexible in supporting attendance of these appointments where possible.

4.6.3 Fathers and/or partners of an individual going through IVF will also be supported to attend appointments, but this will be offered on an unpaid basis. Line managers are required to be flexible in supporting attendance of these appointments where possible.

4.6.4 In the case of IVF, once a fertilized egg has been implanted in the uterus, the woman is deemed legally to be pregnant and is covered by all associated rights. At that point the

University support of the colleague will fall under the current procedure (Maternity Leave Procedure).

4.8. Unpaid Leave

Periods of extended leave on an unpaid basis may also be requested in appropriate circumstances. There is no contractual right to unpaid leave, however requests will be considered on a case-by-case basis and must be requested via HR.

4.9. Medical Appointments

In the case of appointments e.g. with doctors, dentists, etc., the expectation is that these appointments will be made outside of the employee's normal working times. Where such appointments cannot be avoided during normal working hours it is expected that wherever possible they will be arranged to minimise the disruption to an individual's work and that they will therefore be arranged either at the beginning or the end of the normal working day (i.e. within the first or last working hour), or possibly around a lunchtime period.

It should be noted that absence around lunchtime periods for staff working in Catering should be avoided wherever possible due to business needs.

4.10. Moving Days

Where an employee moves house, a maximum of 1 day paid leave for household removal will be allowed during any 5 year rolling period. An employee will not be entitled to these days once they are within their formal notice period to leave the University.

4.11. Jury Service

Any member of staff who is required to carry out jury service must advise their manager and HR Representative before commencing jury service. Members of staff carrying out jury service will ultimately have deductions made from their salary which are equivalent to the allowances obtainable from the courts. See Appendix B for a flowchart of the process.

Where an employee has been requested to attend court as a witness to proceedings, they will be granted unpaid leave although consideration for paid leave can be made on a case by case basis.

4.12. Military Duties

Members of staff may be granted paid leave of absence to attend annual camps and similar full-time training in the armed forces of the United Kingdom. Such leave is usually granted on the basis that the member of staff takes half of the leave as annual leave, with the University granting the other half of the leave as paid special leave (normally up to one week per annum). The permission of the line manager must be obtained before such service is undertaken and each case will be dealt with on its merits. Proof may be required that such training is taking place. The University will endeavour to release members of staff who have reservist commitments should they be required to fulfil military duties.

Staff who have been called up for military service have the right to be reinstated in their former job or an equivalent role within six months of demobilisation on terms and conditions no less favourable than before their mobilisation.

To support the armed forces community, the University has pledged commitment to the Armed Forces Covenant.

4.13. Representing your Country

There is no statutory entitlement for time off to participate in sporting or other competitive events. However individual requests, where the employee will be representing their Country at international competitions, will normally be considered favourably. Such leave will normally be granted on the basis that the member of staff takes half of the leave as annual leave with the University granting the other half of the leave as paid special leave (normally up to 3 days per annum). Any leave taken must be with the prior agreement of the line manager.

4.14. Public Duties

Members of staff who hold public office (e.g. as councillor or magistrate) will receive special consideration for such leave in line with section 50 of the Employment Rights Act 1996, paid or otherwise, as is necessary for the proper carrying out of their duties. Any leave taken must be with the prior agreement of the line manager. Please refer to gov.uk for more information.

4.15. Trade Union Activities

For unions covered by an agreed Time Off and Facilities Agreement, the University will grant time off in line with the guidance outlined in the agreement existing at the time.

For unions not covered under such an agreement, the University will normally grant time off for those holding union office within the local association of a trade union recognised by the University to undertake certain activities, excluding industrial action, under arrangements contained within the relevant Code of Practice issued by ACAS. Members of staff who wish to be granted time off under this provision should, in the first instance, consult with their HR Representative.

4.16. Approved Absence for Religious Festivals

Appropriate consideration will be expected from line managers to requests for leave from employees specifically wishing to participate in religious festivals or events related to their religious beliefs, values and practices.

Good communication, well in advance of the festival or event in question will be essential in fostering a flexible and reasonable response. Staff should advise line managers of annual leave requests for the coming year at the start of the leave year, or on joining the University. Line managers should use the current University regulations for granting annual leave, or their discretion for time off in lieu, and in exceptional circumstances, unpaid leave, to facilitate these requests.

It is recognised that line managers must always ensure effective service delivery and that not all requests for leave can be agreed to or considered reasonable. In the event of a request being refused, a full explanation will be provided by the line manager in question within at least 10 days of the request being made. Where staff are not satisfied with this response, they may appeal directly to the Equality and Diversity team within HR, who will seek appropriate advice and adjudicate in such matters.

Where difficulties arise and/or inconsistency of practice is identified, staff may seek advice and guidance from their relevant HR Business Partner, Equality Diversity and Inclusion Team and/or from the University's Multi Faith Chaplaincy team.

4.16 Pension Contributions

Pension rights and contributions shall be dealt with in accordance with the provisions of the relevant pension scheme.

Questions should be directed to the University's Pensions department by email at pensions@surrey.ac.uk

5. Governance Requirements

5.1. Implementation: Communication Plan

The procedure was embedded when first published, and is available on SurreyNet (HR Procedures Page) for all staff to access.

5.2. Implementation: Training Plan

The procedure was embedded when first published. Further support will be provided to colleagues implementing the procedure when required.

5.3. Review

This procedure will be reviewed every 3 years or sooner if required by a change in legislation or practice.

5.4. Legislative Context and Higher Education Sector Guidance or Requirements

This procedure will be guided by the requirements for statutory leave entitlements set out by the UK government and any relevant legislation. This means that there may be changes to the offering of this procedure based upon any changes in these areas.

5.5. Sustainability

This policy supports the United Nations Sustainable Development Goals (UN SDG's) in the following ways:

- SDG 3 Good Health and Well-Being – enabling staff to take leave in number of flexible ways, to support our staff and their dependents.
- SDG 5 Gender Equality – as female are often primary carers within families, a range of leave options offers support
- SDG 8 Decent Work and Economic Growth – enabling staff to work by extending opportunities to work in different ways and times
- SDG 10 Reduced Inequalities – offering opportunities for staff who may find it difficult to work standard office hours.

6. Stakeholder Engagement and Equality Impact Assessment

6.1. An Equality Impact Assessment was completed on 04 April 2024 and is held by the Authorised Co-ordinator.

6.2. Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Review of Version 1.0	N	25/03/24	Kelley Padley, Governance Officer

H&S	Review of Version 1.0	N	27/03/2024	Matt Purcell, Director of Health and Safety
Sustainability	Review of Version 1.0	N	05/04/2024	Martin Wiles, Head of Sustainability

Appendix A

Calculation of Annual Leave Entitlement for Part-time Workers

The number of closure days may vary in any leave year depending on where Christmas falls. Please refer to the University Calendar for these dates. The formula for calculating pro rata entitlement is given below.

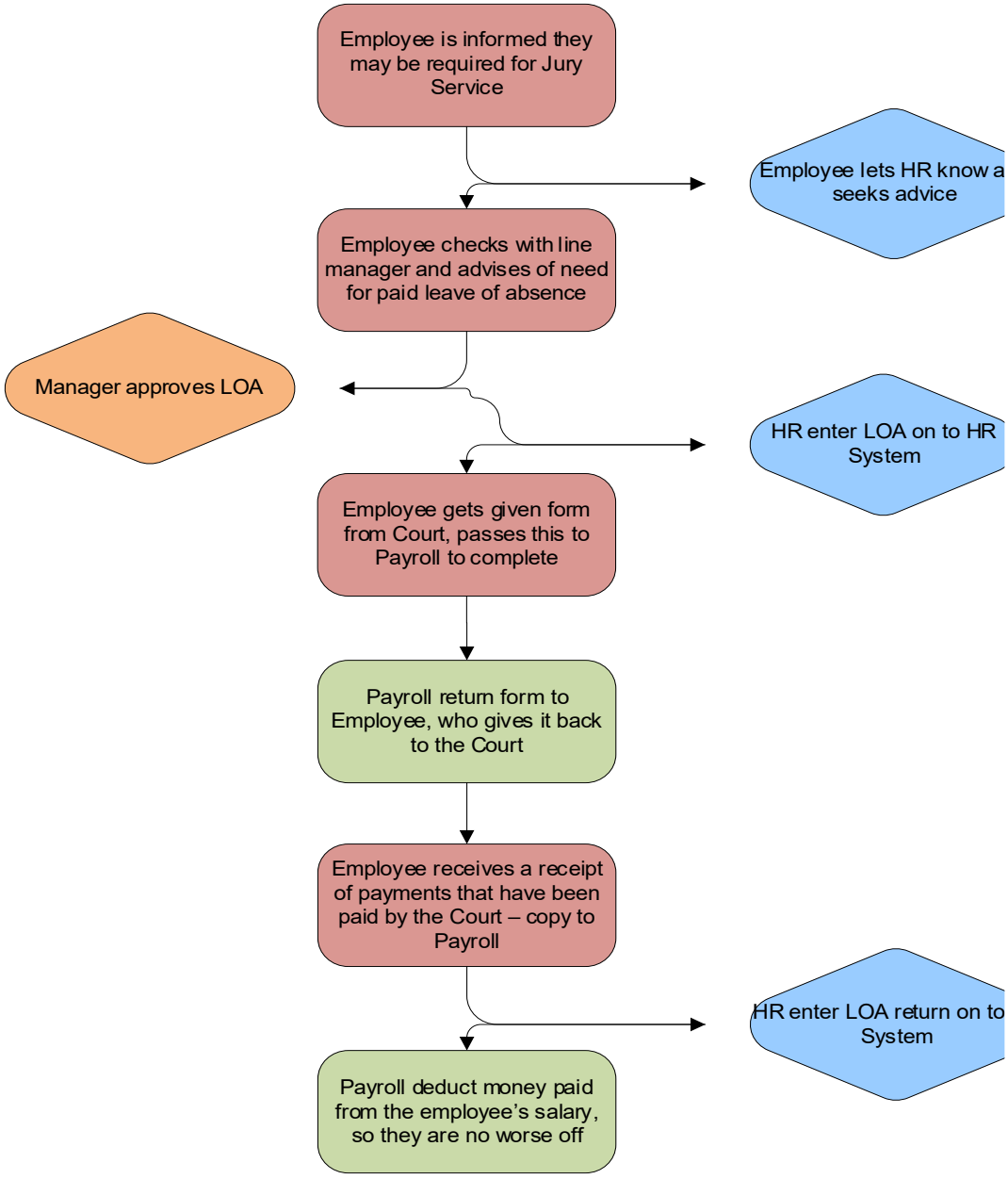
Example A: For staff working full days

FTE x Total number of Public Holidays/University Days =Total Entitlement
1) 0.4 FTE x 15 =6
2) 0.6 FTE x 15 =9
3) 0.8 FTE x 15 =12

Example B: For staff working different hours each day/or to get the entitlement in hours

FTE x Total number of Public Holidays/University Days x 7.2 =Total Entitlement
1)0.4 FTE x 15 x 7.2 = 43.2
2) 0.6 FTE x 15 x 7.2 = 64.8
3) 0.8 FTE x 15 x 7.2 = 86.4

Appendix B


Employee is informed they may be required for Jury Service
Employee lets HR know a seeks advice
Employee checks with line manager and advises of need for paid leave of absence
Manager approves LOA
HR enter LOA on to HR System
Employee gets given form from Court, passes this to Payroll to complete
Payroll return form to Employee, who gives it back to the Court
Employee receives a receipt of payments that have been paid by the Court – copy to Payroll
HR enter LOA return on to System
Payroll deduct money paid from the employee's salary, so they are no worse off