



**STANDARD HOLIDAY YEAR FOR 2016-2017**

01/08/16	Hol	02/08/16	Hol	03/08/16	Hol	04/08/16	Hol	05/08/16	Hol
08/08/16	Hol	09/08/16	Hol	10/08/16	Hol	11/08/16	Hol	12/08/16	Hol
15/08/16	Hol	16/08/16	Hol	17/08/16	Hol	18/08/16	Hol	19/08/16	Hol
22/08/16	Hol	23/08/16	Hol	24/08/16	Hol	25/08/16	Hol	26/08/16	Hol
29/08/16	Bank Hol	30/08/16	SMSA	31/08/16	SMSA	01/09/16	SMSA	02/09/16	SMSA
05/09/16	Admin	06/09/16	Admin	07/09/16	Admin	08/09/16	Admin	09/09/16	Admin
12/09/16	SMSA	13/09/16	SMSA	14/09/16	SMSA	15/09/16	SMSA	16/09/16	SMSA

**Christmas Vacation**

19/12/16	SMSA	20/12/16	SMSA	21/12/16	SMSA	22/12/16	SMSA	23/12/16	SMSA
26/12/16	Bank Hol	27/12/16	Bank Hol	28/12/16	Closed	29/12/16	Closed	30/12/16	Closed
02/01/17	Bank Hol	03/01/17	SMSA	04/01/17	SMSA	05/01/17	SMSA	06/01/17	SMSA

Dates Closed from Staff Notice posted 27/4/16

**Easter Vacation**

03/04/17	Hol	04/04/17	Hol	05/04/17	Hol	06/04/17	Hol	07/04/17	Hol
10/04/17	SMSA	11/04/17	SMSA	12/04/17	SMSA	13/04/17	SMSA	14/04/17	Bank Hol RESIT EXAM WEEK
17/04/17	Bank Hol	18/04/17	Local	19/04/17	SMSA	20/04/17	SMSA	21/04/17	SMSA

For ease of presentation, the five days of holiday at Easter is shown as one full week. You could take the days at any time. The day after the Easter Bank Holiday Monday is part of your Local Leave

**May Bank Holiday**

01/05/17 Bank Hol

**Recess Week**

29/05/17	Bank Hol	30/05/17	Local	31/05/17	Local	01/06/17	Local	02/06/17	Local
----------	----------	----------	-------	----------	-------	----------	-------	----------	-------

**Summer Vacation**

10/07/17	Admin	11/07/17	Admin	12/07/17	Admin	13/07/17	Admin	14/07/17	Admin
17/07/17	Hol	18/07/17	Hol	19/07/17	Hol	20/07/17	Hol	21/07/17	Hol
24/07/17	Hol	25/07/17	Hol	26/07/17	Hol	27/07/17	Hol	28/07/17	Hol
31/07/17	Hol	New Holiday Year							

On some downloads these numbers look like dates, they are in fact the total days in each category.

<b>SMSA</b>	25 Self Managed Scholarly Activity as per academic staff contract.	11	11	
<b>Local</b>	5 Locally agreed holiday as part of the LSBU academic staff contract	5	5	The five local leave days have to be taken on the designated days.
<b>Admin</b>	10 Administration as per academic staff contract	10	10	
<b>Closed</b>	University Closed: Staff notice 27/4/16	3	3	
<b>Hol</b>	35 as per academic staff contract	36	36	There are 36 days showing as possible holiday days, just take your entitlement
<b>Bank Hol</b>		8	8	

Now based on revised Holiday Year introduced June 2016. See table insert for explanation of the calculation of your carry forward of leave from 15/16.

**How your leave entitlement is calculated for 16/17.**

The University changed the Academic Leave year end from 30<sup>th</sup> September to 31<sup>st</sup> July to coincide with Leave Years for other staff.

The easiest (?) way to understand the implications is to consider the leave period from the start of 2015/16 to the end of 2016/17. This is the period 1/10/15 to 31/7/17, a total of 22 months.

With 35 days leave per annum, this equates to  $35/12 \times 22 = 64.2$  days over that period. We have not lost any leave because of the change.

How to account for your 15/16 leave. The change of year end has brought forward the year end for 15/16. The leave 'year' was now 10 months long.  $35/12 \times 10 = 29.2$  days until 31/7/16.

If you have used fewer than 29.2 days before the 31/7/16 then you carry the balance forward.

If you have used more than 29.2 days before 31/7/16, then the first 29.2 are from your 15/16 leave and the balance will be off the 35 days leave for 16/17 (1/8/16 – 31/7/17).