Holiday/Annual Leave Arrangements

Pre-planned Leave
Annual leave allocation within the Department of Genetics will follow the University of Cambridge policy, as defined and described in the Assistant Staff Handbook: [http://www.admin.cam.ac.uk/offices/hr/staff/handbook/6.html](http://www.admin.cam.ac.uk/offices/hr/staff/handbook/6.html)

The leave year normally runs from 1st January to 31st December and the normal annual leave entitlement for those working the standard week is 36 working days, not including Saturdays and Sundays, but including public holidays. Leave must normally be taken within the leave year. In exceptional circumstances and with the prior agreement of the Head of Department, Departmental Administrator or Principal Assistant, staff may be permitted to carry up to 5 days leave (pro rata for part-time staff) forward into the next leave year, but any carry-forward must be used before the end of March of the following year.

A holiday record spreadsheet is held for each member of Assistant Staff. These are maintained by the Departmental Administrator’s secretary. An Annual Leave request form must be completed and approved by your Line Manager before leave is taken. Once approved the request form should be returned to the Departmental Administrator’s secretary for recording, whereupon the cumulative total will be re-calculated. You can ask for a copy of your spreadsheet record at any time.

Staff are encouraged to make requests for leave as far in advance as possible in order to facilitate the effective planning of leave and workloads. However this period of notice will be at least the same as the period of leave requested, and submitted to your Line Manager in good time. Therefore, a single day of annual leave will require a minimum of a single day’s notice; a week of leave will require at least a week of notice period prior to the start of the leave period. Periods of continuous leave that exceed two weeks will require the authorisation of the Head of Department, Departmental Administrator or Principal Assistant and may be approved in exceptional circumstances.

Every effort will be made to accommodate personal circumstances and for agreement to be given to leave requests, however requests may not be approved where it may affect operational requirements, for instance during periods of high workload, or on occasions during term time and exam periods.

When approving leave requests, consideration will also be given to requests from colleagues working in the same area, or performing covering roles. It may therefore be necessary to decline leave requests during periods of high absence through leave or sickness, or high workload, in order to maintain critical support functions for e.g. research or teaching activities.

Unforeseen Circumstances
Leave requests to cover unforeseen and emergency situations are, by definition, not pre-planned. On these occasions staff must make every effort to notify their Line Manager or Genetics Reception at the earliest opportunity if they are unable to attend work on that day. Request forms should be completed on return to work, and in consultation with your Line Manager.
Flexible Working Arrangements

Assistant Staff are contracted to work a set number of hours per week (full-time is currently determined as 36.5 hours per week), with a pre-agreed start and finish time each day. Employees must work an agreed number of hours within an ‘accounting period’ which will be four weeks, but it is understood that some flexibility is acceptable to enable staff to cater for other situations such as domestic requirements, and to cover for departmental activities that require additional attendance at work. Your Line Manager must always be aware, in advance wherever possible, of any changes to your normal working routine.

Assistant Staff may accrue “flexi time”, which may then be taken as time off at a later, pre-agreed date. Flexi-time should only ever be accrued to cover periods of high workload / staff shortages, and be agreed by your Line Manager. Any accrued time off must be taken in agreement with your Line Manager and must be booked in advance under the same rules as those for Annual Leave. Flexible working arrangements are not to be used to accrue additional periods of leave, and must fit in with the business needs of the department. Within agreed limits, with the prior agreement, employees may carry over any excess or debit in the number of hours they are required to work to the next accounting period.

A Timesheet for each accounting period will be issued to all members of Assistant Staff. The exact times you start work, go to lunch, return from lunch and go home should be filled in on this form accordingly. Completed forms should be handed in to the Departmental Administrator’s secretary no later than 10th of the following month. All timesheets and accrued balances/deficits will be reviewed at the end of the month by the Principal Assistant and Departmental Administrator.

The Flexi-time scheme will apply to staff appointed to posts with fixed times of work e.g. Reception staff, when prior arrangements for cover have been agreed with the department. Additionally, it will not apply when staff must be present to undertake a particular task to which they have been assigned.

During the course of an accounting period the debit shall not exceed 5 hours (pro rata) at any time and must be paid up, i.e. be nil, by the end of the accounting period. No time owed may be carried forward for more than one accounting period unless approval has been granted by the Principal Assistant or Departmental Administrator.

Under no circumstances may a member of Assistant Staff carry-over more than 2-days credit at the end of a three-month period, unless approval has been granted by the Principal Assistant or Departmental Administrator.

There can be no reduction in the total hours worked per annum as laid down in the regulations governing the employment of University Assistants.

Flexi leave cannot be used for DepartmentalShutdowns, e.g. Christmas.

Dental and medical appointments should, whenever possible, be arranged so that they fall outside of normal working hours. However, on occasions when this is not practicable, the allowance for a dental/doctor's appointment is up to a maximum of 2 hours. Any additional time required for such an appointment must be taken from flexi or annual leave. Credit cannot be accrued on this day.
Any credit time is not overtime and will not be paid as such.

**Timesheets**

**General Information**
- Incomplete / incorrect timesheets will be returned to individuals for completion.
- Queries regarding timesheets should be directed to your Line Manager in the first instance.

**Filling in a Timesheet**
- Annual Leave should be recorded as a standard working day, noted as "H" on the form.
- Bank Holidays should be recorded as a standard working day, noted as BHol.
- Flexi time taken should not have any time allocated to it – record this as 0 hours.
- Sick Leave should be recorded as a standard working day, noted as S/L.
- Overtime for which you are being paid should not be recorded on your regular timesheet.
- Normal working days where medical appointments (hospital, dentist etc.) are included should be recorded as a standard working day.
- At the bottom of the form you should record the information as follows:
  - Balance B/F - You should put here the flexi balance of your last timesheet.
  - Monthly Total - The total number of hours you have worked that month.
  - Monthly Balance - The time difference between your standard month and your Monthly Total.
  - Balance C/F – This should be the total of the Balance B/F and your monthly balance.

Further information on the University policy on Flexible Working are available on the HR website: [http://www.admin.cam.ac.uk/offices/hr/policy/flexible/](http://www.admin.cam.ac.uk/offices/hr/policy/flexible/)
Sickness Absence

If an employee cannot attend work due to ill-health they should notify Genetics Reception (01223 333999) or the Dept Administrator’s secretary (01223 333980) of their absence by telephone as soon as possible on the first day of absence. Notification should be made before the start their normal working day. Notification will be made in the same manner on each subsequent day of absence.

In line with current University policy, the following details should be provided:

- The nature of the illness or injury
- The expected approximate length of absence from work
- Contact details
- Whether the absence may be due to an injury at work or otherwise perceived to be related to work
- Any outstanding or urgent work that requires attention

Administration staff will ensure that this message is passed to your Line Manager and others who may need to be aware; you can of course also contact your Line Manager directly if you wish.

If an employee does not arrive at work and does not notify the department of their absence, a member of the administration team, or the Line Manager, will attempt to contact the employee, either by telephone or letter, to ensure their wellbeing. If an employee is unable to notify the department in person and in accordance with the requirements laid out above, they should make alternative arrangements (e.g. ask a family member to call on their behalf).

If an employee fails to notify the department in the above manner, and does not have a valid reason for doing so, it may be treated as unauthorised absence and may be dealt with under the relevant disciplinary procedure.

For all sickness absences up to and including 7 days (including weekend days) you must complete a self-certification form on your return to work. These are available from Reception or directly from the UoC HR web page: http://admin.cam.ac.uk/offices/personnel/forms/chris62/

For absences over 7 days you will need to obtain a doctor’s certificate (often referred to as a Fit Note), which should be sent to the Departmental Administrator as soon as possible.

If an employee falls ill whilst on annual leave, they should report this illness in the same manner as described above. The usual requirements for self-certification and medical certification will apply. If the illness is medically certified the annual leave may be able to be taken at another time (except when the illness occurs during a closure period).

If the frequency, pattern of level of sickness absence is a cause for concern a sickness absence meeting may be scheduled.

Further information regarding absence through ill-health may be found in the University’s sickness absence policy http://www.admin.cam.ac.uk/offices/hr/policy/leave/sickness/

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