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Human
Resource

POCKET GUIDE 2020



ANNUAL LEAVE

A guide for
employees and
managers on
annual leave

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Introduction

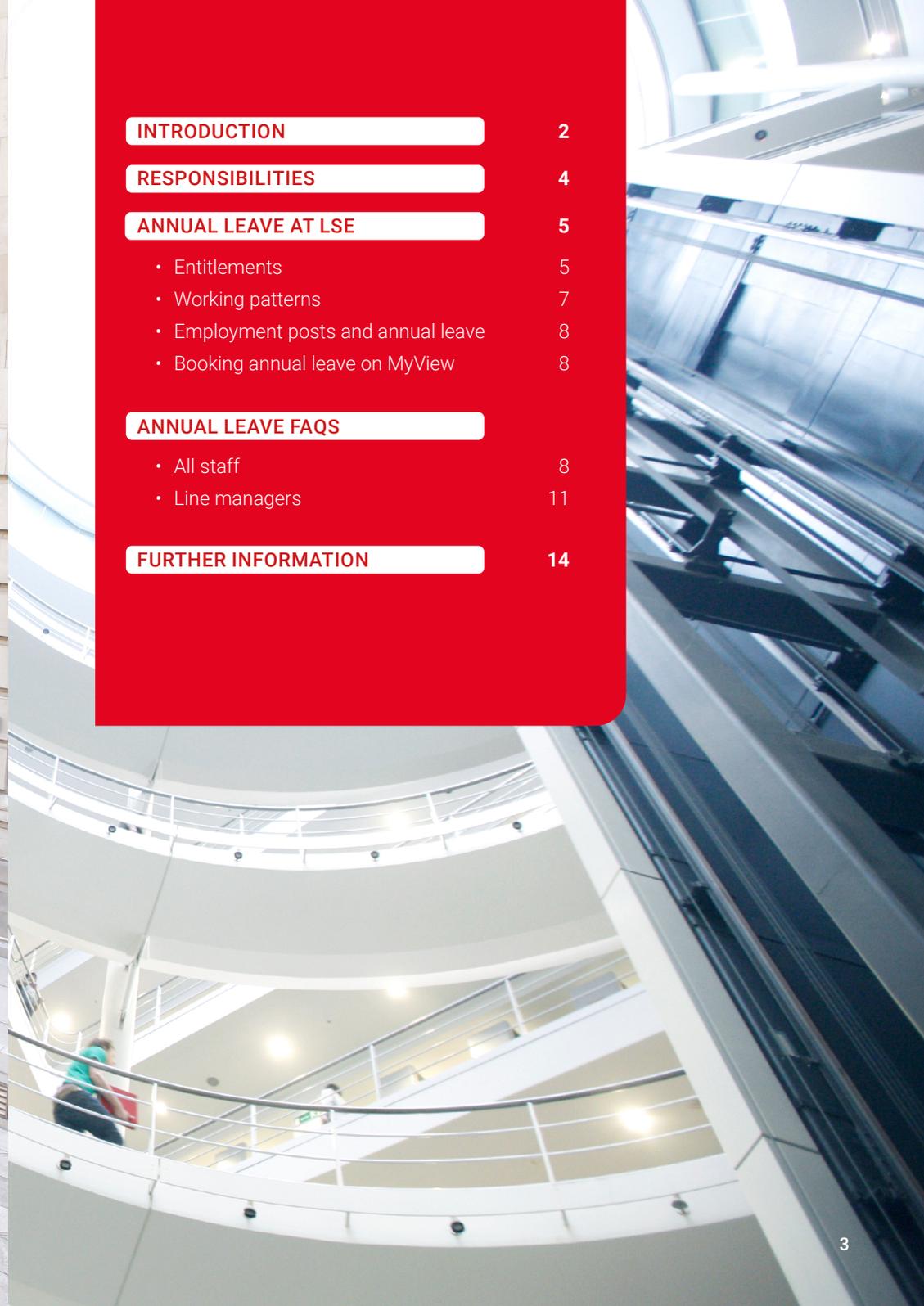
This pocket guide has been created as a quick reference guide for employees and managers. The School's generous leave entitlement, which includes bank holidays and closure days, is an important benefit for staff.

This guide is particularly for the benefit of salaried professional services staff who use the self-service portal MyView to record and request annual leave. At the time of writing, annual leave for academic staff is agreed locally at department level and recorded appropriately.

This pocket guide is one of a number of guides that summarise the information and resources available on important HR topics. For further information about annual leave, please see the 'Annual leave guide' webpage or contact hr.myview@lse.ac.uk



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Responsibilities



Employees

- ✓ Ensure bank holidays and School closure days are booked
- ✓ Submit requests for annual leave through MyView
- ✓ Consider the team when planning annual leave, including any periods that are particularly busy and/or colleagues who also wish to request leave



Line managers

- ✓ Respond to annual leave requests submitted through MyView in a reasonable time
- ✓ Where a request for annual leave cannot be approved, explain the reasons to the employee
- ✓ Ensure that annual leave, bank holiday and School closure days are recorded accurately for their staff



HR Operations Team

- ✓ Provide administrative support for queries about annual leave and any help with calculations



HR Information and Systems Team

- ✓ Update MyView records where there is a change to an employee's working pattern, hours or role (as provided to them by the HR Administrators)
- ✓ System-related queries

Annual leave at LSE

The School's annual leave entitlement is calculated based on the leave year, which runs from 1 January to 31 December. All entitlements include bank holidays and School closure days. Where an employee starts part-way through the leave year, their annual leave will be pro-rated from their start date until 31 December. This is usually in place before you start with the School, or before a contract variation is made.

Entitlements

Salaried staff

Every staff member on a salaried contract has an annual leave entitlement. Leave entitlement is calculated as a total which is made up of annual leave, bank holidays and School closure days. The leave entitlement for most full-time staff is displayed as a number of days. Entitlements for part-time staff and those working compressed hours are expressed in hours.

Annual leave entitlement for a full calendar year (full-time) is broken down as follows:



The entitlement for part-time staff is pro-rated based on their contracted hours.

The table below outlines the main standard annual leave entitlements for staff that work the standard 7 hours per day, for a full leave year.

FTE	CONTRACT HOURS	ENTITLEMENT (DAYS)	ENTITLEMENT (HOURS)
1	35	41	287
0.8	28	33	230
0.6	21	25	172.5
0.4	14	16.5	115
0.2	7	8.5	57.5

Annual leave entitlement is accrued daily on MyView. Entitlement for new starters will be pro-rated during their first leave year according to their start date.

Hourly-paid and casual staff

Hourly-paid staff accrue annual leave according to the number of hours they submit on their timesheets; this annual leave is paid out at the same time as the recorded hours. Hourly-paid contracts indicate the expected hours of annual leave accrued per week. Holiday pay for Graduate Teaching Assistants and Guest Teachers is included in their allocated weekly hours. Staff on casual contracts do not accrue annual leave since this is already included in their rate of pay. At present, hourly and casual staff cannot manage their annual leave through MyView – instead, they should arrange annual leave locally with their line manager.



Please contact hr.pay.hourly@lse.ac.uk if you have any queries regarding annual leave for hourly and/or casual staff.

Bank Holiday and Closure Days

The School follows the 8 statutory bank holidays that currently exist within the UK (<https://www.gov.uk/bank-holidays>). In addition, there are a total of 8 additional days as part of the full-time entitlement (pro-rated for part-time staff) to account for School closures over Easter and Christmas. Click [here](#) for a full list of upcoming bank holidays and closure days in the School.

Bank holidays and closure days must be deducted from the base leave entitlement (41 days for full-time staff, pro-rated for part-time staff).

Who is responsible for booking bank holidays and closure days

HR
 Systems will book

- Existing full-time staff

Book on myview

- Existing part-time staff
- New staff

If you change your working days or hours, please check that any leave is amended to reflect your new work pattern, including any bank holidays that may now fall on your working days. Any changes to working days should be recorded and processed via a contract variation form.

Carrying forward leave into the following leave year

If you have not used all of your annual leave entitlement by 31 December, you can automatically carry forward up to five days' leave into the following leave year (pro-rated if you are part-time).

To request additional carry forward, you can submit a request on MyView via My Forms, to be approved by your manager. Requests for additional carry forward are assessed on a case by case basis and will usually only be approved where there are exceptional circumstances. If approved, the additional carry forward will be added to your entitlement within the first two weeks of January in the new leave year.

Working patterns

Your working pattern dictates the number of hours that will be deducted from your entitlement if you book annual leave on a particular day. Naturally, it's important that working patterns are reflected accurately in MyView. You can view your current working pattern in MyView under **Account > View My Details > Work Pattern**.

The School operates a standard working pattern of Monday – Friday (9:30 am – 5:30pm)

for full-time staff working 35 hours per week. This equates to 7 paid hours a day, plus one hour unpaid for lunch.

Working patterns will be updated should you change your working hours or working days during the leave year. Part-time staff will have a working pattern which has been pre-agreed with their manager and should be reflected in MyView.



If you change your working days or hours, you must ensure that any future dated leave you have is updated and recorded accordingly in MyView.

Please contact hr.admin@lse.ac.uk if your booked leave or work pattern is displaying incorrectly.

Example Annual Leave Entitlement Calculations

An example using full-time hours	
Start date	1st February 2020
End date	31st December 2020 (239 working days duration)
FTE	1
FTE entitlement	41 days
Work Pattern	Mon-Fr, 5 days per week, 7 hours per day (239/260) x 41 = 0.919 x 41 = 37.6 (rounded to 38 days)
Bank Holiday and School Closure Days that fall within this period = 15 days Annual leave available to take: 38 – 15 = 23 days	

An example using part-time hours	
Start date	1st February 2020
End date	31st December 2020 (239 working days duration)
FTE	0.8
FTE entitlement	287 hours
Work Pattern	Mon-Fr, 4 days per week, 7 hours per day (239/260) x (0.8 x 287) = 0.919 x 229.6 = 211 hours
Bank Holiday and School Closure Days that fall within this period and on employee's working day (NB: this can vary depending on your work pattern) = 84 hours (12 days) Annual leave available to take: 211 - 84 = 127 hours	



■ Employment posts and annual leave

Your annual leave in MyView is linked to the work pattern associated with your post(s).

If you have more than one salaried post, you will accrue annual leave against each post. Make sure that the annual leave you book is assigned against the correct post – for example, if you are booking off a Monday, this must be booked against the post which has active hours on a Monday according to your working pattern. This includes bank holidays and closure days.

If you change role within the leave year (including secondments), your annual leave entitlement will be separated across the two posts. Any annual leave booked will be deducted from the entitlement of the post associated with that time period.

■ Booking annual leave on MyView

MyView is the School's self-service portal. If you are a salaried member of professional services staff, you should submit your annual leave requests (as well as sickness absence) in MyView for your line manager to approve.

You can find further guidance about MyView [here](#).

Annual leave FAQs

■ All staff

What is a reasonable amount of notice when informing my line manager of my intention to take annual leave?

You should usually give your line manager notice of at least twice the length of the period of leave you wish to take – for example at least two weeks' notice if you intend to take one week's annual leave. Keep in mind that, in some rare cases, operational reasons may make it difficult for your manager to approve your request at the preferred time.

I've just started at LSE - how is my leave calculated for my first year?

Your entitlement during your first leave year is adjusted on a pro-rata basis depending on your start date. This pro-rated total will be made up of annual leave, bank holidays and closure days.

I'm leaving LSE - how is my final leave calculated?

Your entitlement will be calculated pro-rata up to your leave date. Any untaken leave at that point (as confirmed by your line manager) will be paid to you as part of your final salary payment. This payment will take into account the amount of leave you have taken during the calendar year.

An example using part-time hours

Start date	1st February 2020
End date	31st May 2020 (85 days)
FTE	0.8
FTE entitlement	25 Holidays + 8 Bank Holidays + 8 Closure Days = 41 days
Calculation	$(85/260) \times (0.8 \times 41) = 0.326 \times 32.8 = 10.7$, rounded to 11

During this period, there are 4 bank holidays and 3 School closure days (7 total).

- 10th, 13th April and 8th, 25th May (Bank Holidays)
- 9th, 14th, 15th April (School Closure Days)

11 – 7 = 4 days remaining of annual leave to take during this period. Any holidays booked during this period will be deducted as normal.

I am on a fixed term contract - what is my annual leave entitlement?

MyView will use your projected end date to provide the exact leave entitlement for the expected period of your employment. If your contract is extended, the figure will be recalculated to ensure that you receive the correct amount.

How does MyView show the balance of my annual leave?

MyView will show your balance at the time of viewing. The display will show:

Entitlement

A pro-rata calculation of your annual leave, bank holidays and closure days. This will also include any additional carry forward you have requested from your manager.

Carry Forward

Any automatic carry forward outstanding from the previous leave year (up to a maximum of 5 days or 35 hours).

Carry Forward Taken

The number of carry forward days/hours that have been taken. MyView will use this balance before it deducts from your main entitlement.

Taken

The number of days/hours you have taken so far this leave year (N.B. this may include bank holiday and closure days).

Booked

The number of future dated days/hours you have booked from today until 31 December (or your projected end date if earlier).

Current Balance

The number of days/hours untaken as at today.

Outstanding Balance

The number of days/hours available to book as at today.

Why is my leave calculated in hours?

Your annual leave is calculated in hours if you are part-time or have compressed full-time working arrangements (i.e. if you work full-time hours over less than 5 days per week).

The entitlement will be based on your specific working pattern, i.e. what days you work and how many hours you work on those days.

What happens if my working hours change (increase or decrease)?

Your annual leave entitlement will be recalculated accordingly if your working hours increase or decrease – the recalculation will be based on the contract variation form which your line manager should submit to HR. You should also check yourself that your current working pattern is accurately reflected in MyView. If your work hours change from full-time to part-time, the way in which your annual leave is shown in MyView will change from days to hours.

What happens to my annual leave entitlement if I go on family friendly leave?

You should book any annual leave to be taken before your family friendly leave begins in MyView as normal. Your annual leave entitlement will continue to accrue during your family friendly leave – you can choose to use this leave upon your return from family friendly leave, or add it to your leave entitlement for the leave year in which you return to work. Your MyView record will be updated before your return to reflect any arrangements agreed with your line manager. For more information, please see the School's family friendly leave policies or speak with your HR Adviser.

How does my annual leave request get approved?

When you submit an annual leave request on MyView, your manager will receive an email notification to authorise the request on their MyView dashboard. Once approved, you will be notified of the outcome via email and the number of days requested will be deducted from your entitlement.

What carry-over am I allowed and how does it work?

You can normally carry over up to 5 days' leave from one year to the next (pro-rated if you are part-time). To request additional carry forward leave, you must submit a request on MyView via My Forms for your manager to approve. Approval of additional carry-over is usually only given in exceptional circumstances.

What happens with bank holidays and closure days?

All full-time staff have a total leave entitlement of 41 days per calendar year, which includes bank holidays and closure days. HR will issue all relevant dates at the start of the calendar year and the total entitlement will be pro-rated for part-time staff to ensure fairness regardless of working patterns.

If you work part-time or have a full-time compressed hours arrangement, you need to book those bank holidays and closure days in MyView that fall on your normal working days.

I work in an academic role - why can I not use MyView to book my leave?

At the time of writing, only professional services staff use MyView to record their annual leave. If you work in an academic role, you should have a local arrangement with your department. Please speak with your line manager (or department manager) if you have any queries about your annual leave.

I am a fire warden - can I get an additional day added to my entitlement?

If you have completed fire warden training, you are entitled to one additional day's leave (pro-rated if you are part-time). This will be added to your entitlement.

What is the Annual Leave Calculator and where can I view it?

HR have developed an annual leave calculator to help you to calculate your entitlement, for example when you start with LSE or are due to leave. Please click [here](#) to find out more.

How can I edit or delete an annual leave request that I have already submitted?

You can delete or edit any submitted annual leave requests on your MyView account. Go to the 'Report Absence' menu item and click 'Open HOLS history'. This will show you a list of submitted dates that you can edit or delete. Your manager will need to authorise any changes you make. For more information, please see [here](#) on the MyView guidance pages.

Where can I view my work pattern on MyView?

First, log into **MyView**.

Next, click **Account > View My Details**.

You will see details for your current post and post history. Click the down arrow to show more details.

Open your Post History, then click the 'i' button next to 'work pattern'. You will see which days have active hours against them. To view the session times for each day, click the 'i' button. Managers can view the work patterns of their team through the 'My People' tab.

For more information, please visit the [MyView](#) information page.



Line managers should seek advice from their HR Partner on specific circumstances.

If you are sick during a period of booked annual leave, the appropriate number of days will be rescheduled providing that the absence has been authenticated (generally by a medical certificate at the staff's own expense) in accordance with the School's sickness absence procedure.

My holiday requests are going to the wrong line manager - what do I do?

If your holiday requests are going to the wrong manager for approval, please contact **hr.admin@lse.ac.uk**. Any line manager changes on the system will be active from the follow day.

I am going on secondment, what happens to my annual leave entitlement?

Your annual leave entitlement will be separated across your two posts and you will accrue leave against each post. HR will ensure that your entitlement is recorded accurately on MyView. You must book holiday, bank holidays and closure days that fall during your secondment against your secondment post on MyView. Your new manager for the duration of the secondment will receive any new leave requests.

What happens if I am sick on a booked annual leave, bank holiday or closure day?

If you are sick during a bank holiday or closure day, the holiday will usually not be able to be rescheduled for another time.

Line managers

What is the process for new starters?

When a new staff member joins the team, they will be able to access their MyView account as soon as they have their IT log-on details.

They will be able to view their annual leave balance, book and amend annual leave, and update any personal contact details. You will be assigned as their line manager and approver for any requests.

Please ensure that your new staff member books any bank holiday and closure days that fall on their working days. If they are part-time (or working a full-time compressed hours arrangement), you should also check their working pattern to make sure that their annual leave will be recorded against the correct working days.

What is the process when my member of staff changes their working hours or working pattern - how do I ensure that the correct leave is calculated?

Please complete a Contract Variation Form and send it electronically to your funding approver. Your funding approver will either approve funding and send the form onto HR for processing or decline funding and send the form back to you requesting further information. HR will send a letter to the member of staff confirming the change. They will also update the HR system and inform Payroll.

If you have a question about an annual leave calculation related to a contract variation, please contact **HR.Admin@lse.ac.uk** in the first instance. Please also ensure that your staff member books any bank holidays and School closure days that fall on their normal working days.

An employee has resigned - how do I ensure that the correct leave is paid or deducted?

Please make sure that the employee has recorded all of their holiday, bank holidays

and school closure days for the current leave year. You should also check that the correct number of days/hours were carried forward from the previous year.

Please send the leaver form, annual leave calculator and a copy of the employee's resignation email/letter to **HR.Admin@lse.ac.uk** as soon as it is known that the employee is leaving the School or changing job roles. HR will send a letter to the member of staff confirming the resignation and annual leave calculations. They will also update the HR system and inform Payroll.

How can I check the working pattern for one of my staff?

On the 'My People' tab on MyView, select the 'My People' menu item. Next, select the relevant employee and open up the current post details. You will be able to see an 'i' information icon with details of the employee's work pattern.

A member of staff is a shift worker - how is their annual leave calculated?

Annual leave for shift workers is calculated based on their contracted hours. If these hours are regular and unchanging, HR can create a working pattern in MyView so that annual leave can be booked through MyView. If the individual's hours regularly change, it's recommended that you keep a local record of their annual leave.

How can I view the leave that one of my staff has booked?

Go to the 'My People' tab and select 'My Team Absence > Calendar View'. Select the relevant employee and click 'Open HOLS history'. You will see a list of all absence requests that have been submitted.

How can I check what carry forward has been allocated to one of my staff?

To see a breakdown of leave for one of your staff, click on the 'My People' tab and select 'My Team Absence > Team Entitlement'. Select the relevant employee for a breakdown of their annual leave. Any annual leave carried forward from the previous year will be shown under the 'Carry Forward' heading. Any additional leave carried forward on top of the automatic 5 days/35 hours will be added to their core entitlement.

I need to add/remove staff allocated to my Team on MyView.

To make amendments to your direct team on MyView, please fill out the 'My Team Change Request' form under My Forms on my MyView. HR will then make the appropriate changes to your team.



Further information

Please click [here](#) for more information and guidance on how to use MyView. In addition, regular MyView training is available via the TDS system.

Please contact HR.Admin@lse.ac.uk if you have recently changed role or working hours and suspect that your annual leave entitlement is displaying incorrectly on MyView.

Managers should contact HR.Admin@lse.ac.uk if they notice that any leave balances, working patterns or carry forward days have not been correctly set up for their staff.