
Carrying Over Annual Leave

Leave Entitlement

Overview

This section describes the procedures for calculating and carrying over excess annual leave.

Audience

This policy applies to UK-appointed staff. It can provide good practice guidance for country/territory TACOS and/or English and Exams/ OAS staff contracts, subject to local law and conditions.

Responsibilities

This procedure is carried out by line managers.

Policy

Members of staff are entitled to carry over up to ten days annual leave to the following leave year. Staff working reduced hours may carry over up to the same number of days on a pro rata basis.

Note: In the UK, carry-over of leave is not permitted when this means that a member of staff is unable to take, in the current year, the minimum leave stipulated by law, which is 12 days.

Procedures

Calculating carry-over Leave

The carry-over is calculated as twice the number of days worked a week. So, for example, if you normally work two days a week you would be able to carry over four days and if you work three days your carry-over would be six days and so on. This leave may be taken any time during the next leave year.

Carrying over more than ten days leave

1. If a member of staff wishes to carry over more than ten days annual leave, or the pro rata equivalent, an application should be made in writing through the immediate line manager to a senior manager, for example the head of department.
2. The senior manager decides whether a request for excess carry-over can be granted after full consideration of the operational effects of allowing leave to accumulate. Agreement to additional carry-over is exceptional and should normally be given only in the following circumstances:
 - a written application for leave has been made but has had to be turned down for operational reasons or due to a business imperative which causes planned leave to be cancelled
 - the member of staff has had a long sickness absence during the second half of the leave year
 - exceptional personal reasons.

Notes:

- Other than where exceptional approval is given, any leave entitlement in excess of ten days, or the pro rata equivalent, not taken by the end of the year is lost.
- Excess carry-over of leave or anticipation of leave during the last month of the previous leave year should not be accepted as reasons for not taking normal leave entitlement. As the manager responsible for approving leave, you should make every effort to ensure that there is no excess carry-over into a third leave year. Only exceptionally should further carry-over for operational reasons be allowed.