

Additional Leave Scheme for Administrative, Technical and Support Staff

Who will be rewarded?

The specific scheme is designed to reward administrative, technical, library and buildings staff who have been on the top of their scale for 3 or more years.

Who is eligible for reward (conditions for reward)?

All non-academic staff that satisfy the following conditions will be eligible for reward;

- Must be on the maximum point on their current salary scale for a minimum of 3 years
- Must not have exceeded the maximum number of uncertified sick days in a rolling 12 month period
- Must have a satisfactory performance

What will the reward be?

The reward will be additional annual leave. No greater than 3 days annual leave can be awarded during a staff member's career with the University. The award of additional annual leave will therefore be linked to service.

Leave Limit

A staff member's overall leave entitlement, including additional leave must not exceed 32 days for staff employed before 7th January 2014 who remain in their existing grade. Staff appointed or promoted on or after that date will have an overall leave entitlement of 30 days.

What happens if a staff member is promoted?

A staff member promoted will be assigned the annual leave entitlement relevant to that grade and can keep additional days rewarded as long as his/her overall leave entitlement does not exceed 30 days. Please see the table below for some examples.

What is the process for awarding addition annual leave?

- The award of additional leave will be the same as the award of increments.

- The Head of School/Unit will, therefore, have the responsibility of assessing performance and recommending the award of additional leave.
- The Human Resources Department will administer the award of additional leave entitlement.

Grade	Current Annual Leave	Additional Annual Leave after 3 yrs on top of scale	Additional Annual Leave after 6 yrs on top of scale	Additional Annual Leave after 9 yrs on top of scale	Total Leave Entitlement
Secretary II (pre- Jan 14)	25	1	1	1	28 days
Secretary II (post – Jan 14)	23	1	1	1	26 days
Senior Admin Assistant I (pre- Jan 14)	29	1	1	1	32 days
Senior Admin Assistant I (post Jan 14)	27	1	1	1	30 days
Senior Admin Assistant II (pre – Jan 14)	29	1	1	1	32 days
Senior Admin Assistant II (post – Jan 14)	29	1	0	0	30 days
Administrator II (pre-Jan 14)	32	0	0	0	32 days
Administrator II (post-Jan 14)	30	0	0	0	30 days

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