

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Additional Bank Holiday in 2023 Guidance



In celebration of the coronation of King Charles III, it has been announced that there will be an additional bank holiday during the 2022-23 leave year. The full list of bank holidays for the 2022-23 holiday year is:

Holiday	Date
Boxing Day	Monday 26 December 2022
Christmas Day (substitute day)	Tuesday 27 December 2022
New Year's Day (substitute day)	Monday 2 January 2023
Good Friday	Friday 7 April 2023
Easter Monday	Monday 10 April 2023
Early May bank holiday	Monday 1 May 2023
Bank holiday for the coronation of King Charles III	Monday 8 May 2023
Spring bank holiday	Monday 29 May 2023
Summer bank holiday	Monday 28 August 2023

### Assistant Staff

The full-time entitlement will increase to 37 days, inclusive of public holidays, for the 2022-23 holiday year only. Pro-rata calculations are as follows:

Number of days worked per week	Annual Leave entitlement for 2022-23 only	Normal Annual Leave entitlement
1	<b>7.5*</b>	7.5
2	<b>15</b>	14.5
3	<b>22.5</b>	22
4	<b>30</b>	29

*\*Due to rounding, this is the same amount as a normal holiday year.*

### Established Academic staff

The minimum entitlement for Established Academic staff will increase to 29 days for the 2022-23 holiday year only (pro-rata for part time staff).

### Established and Unestablished Academic-Related and Research staff

The full-time entitlement will increase to 42 days, inclusive of public holidays, for the 2022-23 holiday year only.

### Part-time Academic-Related and Research Staff

For staff that are on the pro-rata arrangements introduced in October 2019, the pro-rata calculations are as follows:

Number of days worked per week	Annual Leave (pro-rata principle) for 2022-23 only	Normal Annual Leave entitlement
1	8.5*	8.5
2	17	16.5
3	25.5	25
4	34	33

*\*Due to rounding, this is the same amount as a normal holiday year.*

### “Red-circled” staff

Part-time Academic-Related and Research Staff who were red-circled following the introduction of the new pro-rata method of annual leave calculation (implemented in October 2019) will remain red-circled if that is their preferred option.

If the pro-rata arrangements are more beneficial to colleagues whose leave is red-circled, they can change to this method and forego the previous calculations. Staff who move to the new calculation method will remain on the pro-rata arrangement for future holiday years. In this instance, following a conversation where the change and its implications are discussed and agreed, staff should be issued with the attached letter and a copy forwarded to the HR Business Partnering team for inclusion on their central file.

### Specific working arrangements

Arrangement Name	Detail
<b>Compressed hours</b>	Leave entitlement will be calculated based on the number of days worked per week (not the number of hours) as per the applicable table above.
<b>Term time contracts</b>	For term time only contracts, apply the FTE to the increased annual leave entitlement for the 2022-23 holiday year only.

Arrangement Name	Detail
<b>Irregular working patterns</b>	Leave for those on irregular working patterns is calculated using the average number of working days in the week. E.g. A 9-day fortnight averages at 4.5 days per week therefore the annual leave calculation for an Academic-Related member of staff is $42 \times (4.5/5) = 38$ days.
<b>Variable working patterns calculated in hours</b>	Increase the full-time annual leave entitlement by the number of hours in a normal working day for a full time contract, before applying the FTE.
<b>Guaranteed Minimum Hours Contracts (GMHC)</b>	The holiday pay percentage should increase from 18.72% to 19.27% for hours worked in the holiday year 2022-23 only. Departmental Administrators should ensure that staff who administer GMHC are aware of this change.
<b>Time off in lieu (TOIL) and enhanced pay arrangements</b>	Normal bank holiday compensation arrangements will apply to Assistant staff who are required to work on the additional bank holiday. More information is available at: <a href="https://www.cam.ac.uk/hr/overtime-and-bank-holiday-compensation">Overtime and Bank Holiday Compensation   Human Resources (cam.ac.uk)</a>
<b>UPS workers</b>	For UPS workers, the holiday pay percentage should increase from 12.07% to 12.55% for assignments in the holiday year 2022-23 only. Departmental Administrators should ensure that staff who administer UPS Workers in their Institution are aware of this change.
<b>Temporary Employment Services (TES)</b>	TES will confirm the administration arrangements nearer the time.

### Other points to note

- Due to the temporary nature of the change, the [annual leave calculator](#) will not be amended.
- Similarly, the template Offer Letter (HR18) and other recruitment paperwork will not be amended to reflect the temporary change to the leave entitlement. Caution is advised when amending or adding wording that would make the increase appear to be a permanent contractual change.
- A small number of institutions are using CHRIS to manage annual leave as part of a pilot. The HR Systems team will be in touch with these institutions directly about implementation of this increased entitlement.
- It is expected that Departments will treat the additional bank holiday as they normally would, by either shutting the department on those days and expecting staff to use their leave entitlement, or remaining open and being flexible (where appropriate) in allowing staff to book leave on that day or not.

**Appendix A:** *Template letter confirming to previously red-circled part-time academic-related and research staff of the change to their annual leave calculation.*

[EMPLOYEE NAME]

*Address OR By Email [delete as appropriate]*

[DATE]

Dear [Employee Name],

**Re: Annual leave**

Further to our conversation, I am writing to confirm that you have agreed that your leave entitlement will be calculated in line with the University 'pro-rata' approach to calculating leave for part-time Academic-Related and Research staff which was implemented in October 2019.

The 'pro rata' principle for annual leave calculations ensures consistent treatment of all staff, regardless of working pattern. This means that your total full-time entitlement of 41 days inclusive of bank holidays is pro-rated rather than the current calculation where the 33 days are pro-rated, with staff in addition then taking as annual leave any of the 8 bank holidays that fall on their working days.

In line with this change, your annual leave entitlement will be [xx] days, inclusive of bank holidays, with effect from [DATE]. For the 2022-23 holiday year only, this will be [xx] days inclusive of bank holidays, to account for the additional bank holiday for the coronation of King Charles III. If you have any queries in relation to this change, please do not hesitate to contact me.

Yours sincerely

[Departmental / Divisional Administrator Name]

cc: Supervisor/manager of the member of staff

HR Business Partner

Address: XXXX

Telephone: +44 1223 XXXXXX

Email: XXXX