University of Sussex

Policy on the carry forward and anticipation of annual leave

(i) Carry forward

- 1. The University encourages and expects staff to take their full annual leave entitlement during the current leave year.
- 2. Notwithstanding this, up to five days' annual leave (pro rata for part-time staff) can be carried forward from one leave year to the next. Staff must notify their manager of any such annual leave that is carried forward.
- 3. In such circumstances, the leave carried forward should normally be taken within the first four months of the new leave year (i.e. by the end of January).
- 4. In special circumstances, annual leave in excess of five days may be carried forward from one leave year to the next, subject to prior agreement by the indivudual's manager, for example:
 - where a member of staff has been unable to take his/her full leave entitlement due to work commitments:
 - where a member of staff wants to take an extended period of leave, for example to visit relatives overseas, or to undertake a religious pilgrimage.
- 5. Payment cannot be made for outstanding annual leave except when a member of staff leaves the University and has been unable to take his/her full