

# Human Resources/ ANNUAL LEAVE AND REST DAY: Arrangements for 2021



The University has continued to face unprecedented challenges though 2021 as we adapt to the largescale disruption brought about by both the pandemic and our continued period of change and the difficulties many staff are experiencing following the launch of KentVision.

The impact of this on the wellbeing of staff has been a significant concern for the Executive Group and following recent meetings of the group and as part of the commitment to recognise the efforts made across the University the following have been agreed:

## **Annual Leave**

All staff may carry forward up to 10 days leave (pro-rata) from their 2021 allocation into 2022. Where this applies this will happen automatically for staff on the Staff Connect system with no need for any action.

Where staff had agreed exceptional carry-over from 2020 that has not yet been used, then this will also be carried over automatically for use by the end of 2022 as previously advised.

We continue to encourage all staff to take their annual leave regularly across the year to help maintain a reasonable work-life balance.

## **Rest Day**

The Executive Group have confirmed that the 22 December 2021 will be given as a rest day for all staff, in recognition of the continued endeavours to face the ongoing challenges presented over the last 12 months.

Staff who have already booked leave for this day should cancel this via Staff Connect and use the returned hours at a future time.

For part-time staff who do not normally work on Wednesday, please approach your manager to discuss an alternative time to take this respite day (pro-rata) prior to 1 February 2022.

For staff who undertake shift work that day, please make an arrangement with your line manager to use these hours at an alternative time prior to 1 February 2022.