

Overview for managers of annual leave, absence management and TOIL

Since January 2019, Staff Connect is the only recognised University record for all absences. Staff Connect has been designed to reflect our existing absence and leave management policies, which can be found [here](#). If you have questions about a policy and you are based in Estates, Commercial Services or Kent Union you should contact your local HR team, otherwise contact hradvice@kent.ac.uk.

This guide is designed to provide you with additional information on the different types of absence being recorded in Staff Connect. You may also find the [Staff Connect FAQs](#) and step-by-step [user guides](#) are helpful.

All absences are recorded in Staff Connect in *hours*, not days. Please be aware that Staff Connect calculates a default work pattern for everyone by averaging the number of contract hours over the number of working days. Many staff do not work the same number of hours on each day and therefore there is a facility to override the hours for any day, to ensure that the correct, actual number of hours are booked as leave/sickness absence etc. If the number of working days is incorrect, then please contact the appropriate HR Operations Team.

Annual Leave

[Policy](#)

All members of staff are given an entitlement based on their conditions of service. All periods of annual leave must be recorded on Staff Connect to ensure your team are taking their entitlement. The annual leave year starts on 1st January when your team are given their new annual entitlements, which will include entitlement for Bank Holidays and Customary Days. Please refer to the relevant conditions of service and the [annual leave policy](#) to see how leave is managed for different groups of staff and refer to an individual's contract to ascertain their actual leave entitlement. Your members of staff can enter their annual leave as a request which will be sent to you for approval, or you can enter annual leave on behalf of your team.

Academic and research staff in grades 7 and above do not have a prescribed annual leave entitlement and the norm is that they take all their holiday outside of term time, therefore there is no express requirement for annual leave to be recorded in Staff Connect for this staff group. However, the law requires that all staff take a minimum number of holidays each year and it is good practice to record this. Therefore, we have created a 'notional' entitlement for academic and research staff to facilitate the recording of their leave, if desired.

The system will calculate any carry over entitlement automatically. This will be calculated by your total leave entitlement, minus the number of hours annual leave you have taken in that year. The system will only be able to carry over up to the maximum permitted hours into the next year. For this reason, it is important that all annual leave is logged correctly.

Bank holidays and customary days: Where possible for full-time staff, bank holidays and customary days are automatically recorded; for part-time staff holiday booking needs to be made in order to ensure the correct number of hours are deducted. You and your members of staff are responsible for correctly recording and managing Bank and Customary days.

Sickness

[Policy](#)

All periods of sickness absence for all staff - including academic and research staff – must be recorded in Staff Connect. Please refer to the sickness absence [Policy](#) and [Procedures](#) for full details on sick pay and managing sickness absence. Staff can enter their own sick leave which will be sent to you for authorisation, or you can enter sick leave on behalf of your staff.

The Sickness Absence/Self-Certificate has been replaced by the data fields on the Staff Connect absence record page, so the paper form is no longer required. Paper based sickness forms submitted to payroll for new periods of absence from 02/01/2019 will be returned and you will be asked to enter the sickness on Staff Connect. For long term absences Payroll will continue to manage these until the absence ends after which you will need to send a form to payroll to close it down.

The Return to Work interview form will be available via a link in the Absence module for you to complete electronically and upload to Staff Connect.

Med3 / Sick / Fit notes must be scanned and uploaded to Staff Connect to enable the Pay Office to process the absence correctly.

Time off in lieu (TOIL)

Paid TOIL on an hour-for-hour basis can be awarded to those who are contractually obliged to work a prescribed number of hours per week. The decision whether to offer time off in lieu will be made by the responsible supervisor and will be communicated to the member of staff before the work is undertaken. The taking of TOIL leave must be mutually agreed between the member of staff concerned and the responsible supervisor.

TOIL balances in Staff Connect are kept separate from annual leave entitlements.

For Staff in grades 1-6, TOIL can be earned by the hour and should be taken in half day or full day blocks. If a staff member with an outstanding TOIL balance changes post or leaves the employment of the University of Kent, they should speak to their line manager to arrange to reclaim this TOIL. If the TOIL cannot be taken, then the department may choose to pay this TOIL balance as overtime. There is no corresponding entitlement for grades 7+.

For Staff in grades 7 to 10, the terms and conditions indicate that ‘hours of work are not prescribed’, meaning that overtime and TOIL do not apply to any hours worked in fulfilment of their normal duties. However, there is flexibility to compensate staff who work significant additional hours on an exceptional basis, through the awarding of TOIL. TOIL can be accrued, as an informal non-contractual arrangement, in half day or full day blocks, by agreement with their manager. When staff take their TOIL, it should be taken in half day or full day blocks.

If a member of staff in grades 7 to 10 with an outstanding TOIL balance changes department or leaves the employment of the University of Kent, the TOIL cannot be paid in lieu, so arrangements should be made to use the TOIL before the end of the contract.

Other absence types

For other types of absence, please refer to the table below, which has links to the relevant policies where applicable

* Absence type appears under both paid and unpaid absences, please use in line with current policies

Not recorded in Staff Connect (no change to current practices)	Authorised Absence Paid (to be recorded only by manager) is categorised into:	Authorised Absence Unpaid (to be entered only by manager) is categorised into:	Compassionate Leave Paid (Managers able to enter paid entitlement in line with policy and after that request advice from their HR ERBP)	TOIL and TOIL Earned (employee or manager Entry)	Unauthorised Absence (to be entered by manager only)	Industrial Action (employee or manager entry) – Absence unpaid pension contributions maintained**
Academic Leave of Absence	Academic Visit*	Academic Visit	Compassionate Leave	TOIL	Unauthorised absence	Industrial Action
Career Break	Fertility*	Annual Leave (Additional Unpaid)*	Parental Bereavement Leave			
Garden Leave	Medical Leave*	Compassionate Leave				
Intermission	Trade Union Duties*	Dependants Leave				
Jury Service	Volunteering*	Emergency/Domestic				
Maternity / Paternity / Adoption / Shared Parental Leave	Witness Leave*	Fertility*				
Public Duties		Medical Leave*				
Redundancy Leave		Religious/Cultural				
Study Leave		Trade Union Duties*				
Suspension		Volunteering*				
TA Mobilisation		Witness leave*				
TA Training						

** Subject to policy and guidance published for the period of action.

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