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Human  
Resources

POCKET GUIDE 2024



# ANNUAL LEAVE

A guide for  
employees and  
managers on  
annual leave

[lse.ac.uk/humanresources](https://lse.ac.uk/humanresources)

# Introduction

This pocket guide has been created as a quick reference guide for employees and managers. The School's generous leave entitlement, which includes bank holidays and closure days, is an important benefit for staff.

This guide is particularly for the benefit of salaried Professional Services, Policy and Intern Graduate Staff who use the self-service portal MyView to record and request annual leave. At the time of writing, annual leave for academic staff is agreed locally at department level and recorded appropriately.



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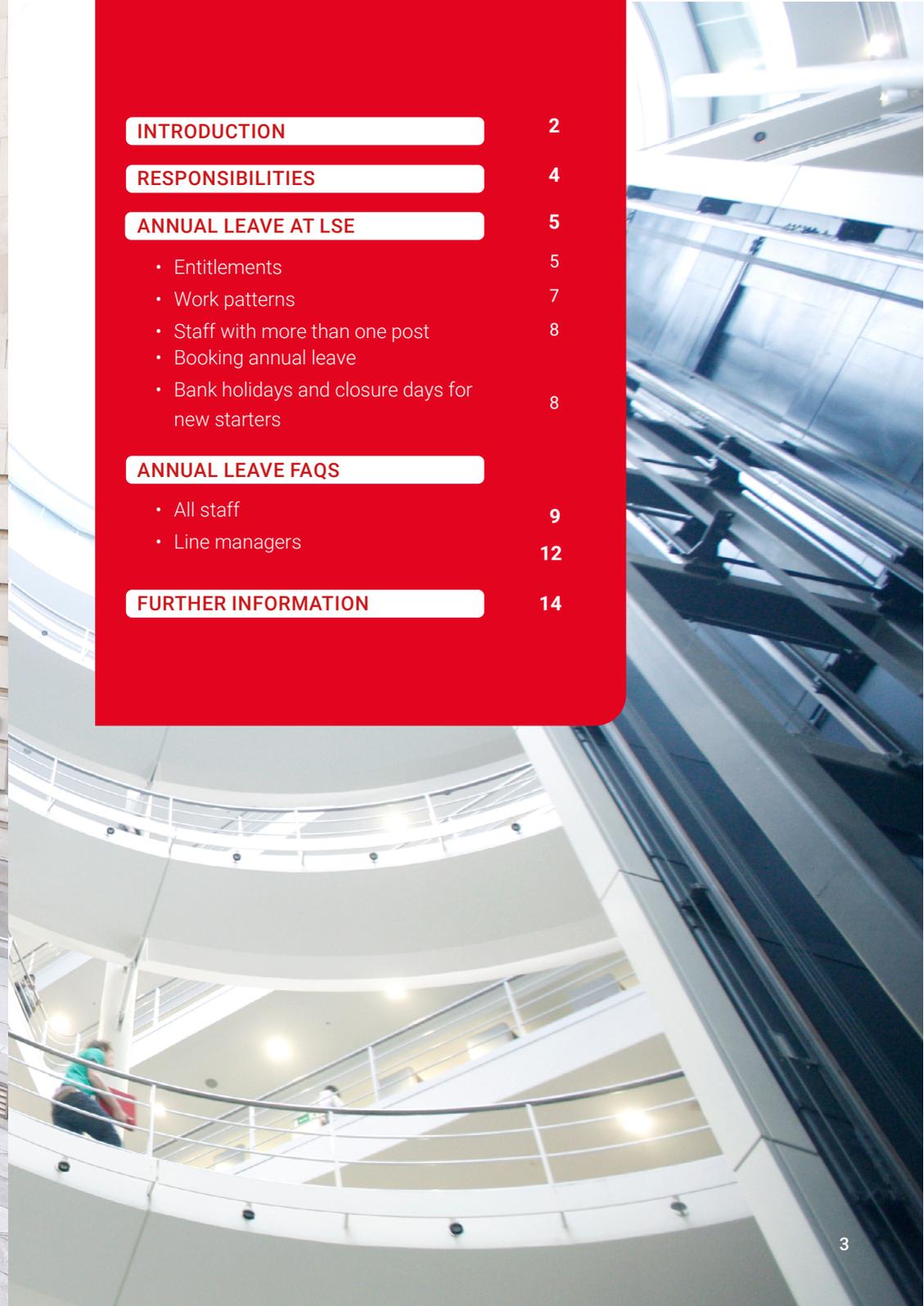
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## Responsibilities



### Employees

- ✓ Ensure bank holidays and School closure days are booked
- ✓ Submit requests for annual leave through MyView
- ✓ Consider the team when planning annual leave, including any periods that are particularly busy and/or colleagues who also wish to request leave



### Line managers

- ✓ Respond to annual leave requests submitted through MyView within 10 calendar days
- ✓ Where a request for annual leave cannot be approved, explain the reasons to the employee
- ✓ Ensure that annual leave, bank holiday and School closure days are recorded accurately for their staff
- ✓ Ensure that staff are taking appropriate amounts of leave to avoid requests to carry forward annual leave at the end of the annual leave year



### HR

- ✓ Provide administrative first support for queries about annual leave and any help with calculations. Contact: [HR.Admin@lse.ac.uk](mailto:HR.Admin@lse.ac.uk).
- ✓ MyView-related queries. Contact: [HR.Myview@lse.ac.uk](mailto:HR.Myview@lse.ac.uk).

## Annual leave at LSE

The School's annual leave entitlement is calculated based on the leave year, which runs from 1 January to 31 December. All entitlements include bank holidays and School closure days. Where an employee starts part-way through the leave year, their annual leave will be pro-rated from their start date until 31 December.

### Entitlements

#### Salaried staff

Every staff member on a salaried contract has an annual leave entitlement. The entitlement is calculated as a total which is made up of annual leave, bank holidays and School closure days. The leave entitlement for full-time staff is expressed in days. Entitlements for part-time staff and those working compressed hours are expressed in hours.

Annual leave entitlement for a full calendar year (full-time) is broken down as follows:



In a standard leave year, staff can expect to have a total leave entitlement of 41 days (287 hours).

The entitlement for part-time staff is pro-rated based on your contracted hours. The table below provides an indication of how the leave entitlement is prorated for part-time staff.

FTE	CONTRACT HOURS	ENTITLEMENT (DAYS)	ENTITLEMENT (HOURS)
1	35	41	287
0.8	28	33	230
0.6	21	25	172.5
0.4	14	16.5	115
0.2	7	8.5	57.5

Annual leave entitlement is accrued daily on MyView. Entitlement for new starters will be pro-rated during their first leave year according to their start date.

## Hourly-paid and casual staff

Hourly-paid staff accrue annual leave according to the number of hours they submit on their timesheets; this annual leave is paid out at the same time as the recorded hours. Hourly-paid contracts indicate the expected hours of annual leave accrued per week. Holiday pay for Graduate Teaching Assistants and Guest Teachers is included in their allocated weekly hours. Staff on casual contracts do not accrue annual leave since this is already included in their rate of pay. At present, hourly and casual staff cannot manage their annual leave through MyView – instead, they should arrange annual leave locally with their line manager.



Please contact [hr.pay.hourly@lse.ac.uk](mailto:hr.pay.hourly@lse.ac.uk) if you have any queries regarding annual leave for hourly and/or casual staff.

## Bank Holiday and Closure Days

The School follows the 8 statutory bank holidays that currently exist within the UK (<https://www.gov.uk/bank-holidays>).

8 additional days, pro-rata are provided to account for School closures over Easter and Christmas.

Click [here](#) for a full list of upcoming bank holidays and closure days in the School.

## Who is responsible for booking bank holidays and closure days

HR Systems will book

- Full-time staff

Staff will book on MyView

- Part-time staff
- Staff on compressed hours

If you change your working days or hours, or if your contract gets extended, please check that any leave is amended to reflect your new work pattern, including any bank holidays that may now fall on your working days. Any changes to working days should be recorded and processed via a contract variation form.

## Carrying forward leave into the following leave year

If you have not used all of your annual leave entitlement by 31 December, you can automatically carry forward up to five days' leave pro-rata into the next leave year.

## Work patterns

Your work pattern dictates the number of hours that will be deducted from your entitlement if you book annual leave on a particular day. Naturally, it's important that work patterns are reflected accurately in MyView.

You can view your current work pattern in MyView by clicking on your account in the top right corner  > **View My Details > Work Pattern.**

The School operates a standard work pattern of Monday – Friday (9:30 am – 5:30pm) for full-time staff working 35 hours per week. This equates to 7 paid hours a day, plus one hour unpaid for lunch.

Work patterns will be updated should you change your working hours or working days during the leave year.



If you change your working days or hours, you must ensure that any future dated leave you have booked is updated and recorded accordingly in MyView.

Please contact [hr.myview@lse.ac.uk](mailto:hr.myview@lse.ac.uk) if your work pattern is displaying incorrectly.

## Example Annual Leave Entitlement Calculations for staff starting during the year

An example using full-time hours	
Start date	1st February 2024
End date	31st December 2024 (239 working days duration)
FTE	1
FTE entitlement	41 days
Work Pattern	Mon-Fr, 5 days per week, 7 hours per day (239/262) x 41 = 0.912 x 41 = 37.4 (rounded to <b>38 days</b> )
Bank Holiday and School Closure Days that fall within this period = <b>15 days</b> Annual leave available to take: 38 – 15 = <b>23 days</b>	

An example using part-time hours	
Start date	1st February 2024
End date	31st December 2024 (239 working days duration)
FTE	0.8
FTE entitlement	287 hours
Work Pattern	Mon-Fr, 4 days per week, 7 hours per day (239/262) x (0.8 x 287) = 0.912 x 229.6 = <b>209 hours</b>
Bank Holiday and School Closure Days that fall within this period and on employee's working day (NB: this can vary depending on your work pattern) = <b>84 hours (12 days)</b> Annual leave available to take: 209 - 84 = <b>125 hours</b>	



## ■ Staff with more than one Salaried post

Your annual leave in MyView is linked to the work pattern associated with your post(s).

If you have more than one salaried post, you will accrue annual leave against each of these posts. Make sure that the annual leave you book is assigned to the correct post – for example, if you are booking off a Monday, this must be booked against the post which has active hours on a Monday according to your work pattern. This includes bank holidays and closure days.

If you change role within the leave year (including secondments), your annual leave entitlement will be separated across the two posts. Any annual leave booked will be deducted from the entitlement that is active as at the date the leave is taken.

If any leave days/hours remain on your previous post or work pattern, contact [HR.Myview@lse.ac.uk](mailto:HR.Myview@lse.ac.uk) to request for the remaining entitlement to be made available for use on your new post or work pattern.

## ■ Booking annual leave

MyView is the School's self-service portal. If you are a salaried member of professional services staff, you should submit your annual leave requests (as well as sickness absence) in MyView for your line manager to approve.

You can find further guidance about MyView [here](#).

## ■ Bank holidays and closure days for new starters

Your entitlement during your first leave year is adjusted on a pro-rata basis depending on your start date. This pro-rated total will be made up of annual leave, bank holidays and closure days. If you don't have enough annual leave left to cover bank holidays and closure days, that negative balance will be deducted from your leave entitlement in the next leave year.

# Annual leave FAQs

## ■ All staff

**What is a reasonable amount of notice when informing my line manager of my intention to take annual leave?**

You should usually give your line manager notice of at least twice the length of the period of leave you wish to take – for example at least two weeks' notice if you intend to take one week's annual leave. Keep in mind that, in some rare cases, operational reasons may make it difficult for your manager to approve your request at the preferred time.

**I've just started at LSE - how is my leave calculated for my first year?**

Your entitlement during your first leave year is adjusted on a pro-rata basis depending on your start date. This pro-rated total will be made up of annual leave, bank holidays and closure days. If you are part-time or working compressed hours, you will need to book bank holidays and closure days on MyView.

**I'm leaving LSE - how is my final leave calculated?**

Your entitlement will be calculated pro-rata up to your leave date. Any untaken leave at that point (as confirmed by your line manager) will be paid to you as part of your final salary payment. This payment will take into account the amount of leave you have taken during the calendar year.

### An example using part-time hours

Start date	1st February 2024
End date	31st May 2024 (87 days )
FTE	0.8
FTE entitlement	175 hours Holidays + 56 hours Bank Holidays + 56 hours Closure Days = 287 hours
Work Pattern	Mon-Thu, 4 days per week, 7 hours per day $(87/262) \times (0.8 \times 287) = 0.332 \times 229.6 = 76 \text{ hours}$

**During this period, there are 3 bank holidays and 3 School closure days (42 hours).**

- 1st April and 6th, 27th May (Bank Holidays)
- 2nd, 3rd, 4th April (School Closure Days)

76 – 42 = **34 hours** remaining of annual leave to take during this period. Any holidays booked during this period will be deducted as normal.

If you have overtaken leave in the calendar year, this will be calculated and recouped in your final salary. Any queries about overtaken leave should be addressed to [HR.Admin@lse.ac.uk](mailto:HR.Admin@lse.ac.uk).

**I am on a fixed term contract - what is my annual leave entitlement?**

MyView will use the projected end date of your contract to provide the exact leave entitlement for the expected period of your employment. If your contract is extended, the figure will be recalculated to ensure that you receive the correct amount. You will need to book any additional bank holidays and closure days that fall within the revised duration of your contract.

## How does MyView show the balance of my annual leave?

MyView will show your balance at the time of viewing. The display will show:

### Entitlement

A pro-rata calculation of your annual leave, bank holidays and closure days. This will also include any additional carry forward days you have requested from your manager.

### Carry Forward

Any automatic carry forward outstanding from the previous leave year (up to a maximum of 5 days or 35 hours).

### Carry Forward Taken

The number of carry forward days/hours that have been taken. MyView will use this balance before it deducts from your main entitlement.

### Taken

The number of days/hours you have taken so far this leave year (N.B. this may include bank holiday and closure days).

### Booked

The number of future dated days/hours you have booked from today until 31 December (or your projected end date if earlier).

### Current Balance

The number of days/hours untaken as at today.

### Outstanding Balance

The number of days/hours available to book as at today.

## Why is my leave calculated in hours?

Your annual leave is calculated in hours if you are part-time or have compressed working arrangements (i.e. if you work full-time hours over less than 5 days per week).

The entitlement will be based on your specific work pattern, i.e. what days you work and how many hours you work on those days.

## What happens if my working hours change?

Your annual leave entitlement will be recalculated accordingly if your working hours increase or decrease – the recalculation will be based on the contract variation form which your line manager should submit to HR. You should also check yourself that your current work pattern is accurately reflected in MyView. If your work hours change from full-time to part-time, the way in which your annual leave is shown in MyView will change from days to hours.

## What happens to my annual leave entitlement if I go on family friendly leave?

You should book any annual leave to be taken before your family friendly leave begins in MyView as normal. Your annual leave entitlement will continue to accrue during your family friendly leave – you can choose to use this leave upon your return from family friendly leave or add it to your leave entitlement for the leave year in which you return to work. Your MyView record will be updated before your return to reflect any arrangements agreed with your line manager. For more information, please see the School's family friendly leave policies or speak with your HR Adviser.

## How does my annual leave request get approved?

When you submit an annual leave request on MyView, your manager will receive an email notification to authorise the request and will have 10 calendar days to approve/reject. If approved, you will be notified of the outcome via email and the number of days requested will be deducted from your entitlement.

If the request has not been approved within 10 working days, it will be escalated to your line manager's manager for approval.

Your request will be automatically rejected if it is not approved within 10 days from the date of escalation.

## What carry forward am I allowed and how does it work?

You can carry forward up to 5 days' leave pro rata from one year to the next. Any carry forward request in excess of 5 days pro rata is subject to approval from your Head of Department or Division. Any carry forward request in excess of 9 days pro rata is subject to approval from both your Head of Department or Division and the Director of HR.

## What happens with bank holidays and closure days?

All full-time staff have a total leave entitlement of 41 days per calendar year, which includes bank holidays and closure days. HR will issue all relevant dates at the start of the calendar year and the total entitlement will be pro-rated for part-time staff to ensure fairness regardless of work patterns.

If you work part-time or have a full-time compressed hours arrangement, you need to book those bank holidays and closure days in MyView that fall on your normal working days.

## I work in an academic role - why can I not use MyView to book my leave?

At the time of writing, only Professional Services staff use MyView to record their annual leave. If you work in an academic role, you should follow the local arrangement provided by your department. Please speak with your department or line manager if you have any queries about your annual leave.

## I am a fire warden - can I get an additional day added to my entitlement?

If you have completed fire warden training, you are entitled to one additional day's leave (pro-rated if you are part-time).

Email your certificate to [HR.Myview@lse.ac.uk](mailto:HR.Myview@lse.ac.uk) and HR will add the leave to your entitlement.

## What is the Annual Leave Calculator and where can I view it?

HR have developed an annual leave calculator to help you to calculate your entitlement, for example when you start with LSE or are due to leave. Please click [here](#) to find out more.

## How can I edit or delete an annual leave request that I have already submitted?

You can delete or edit any submitted annual leave requests on your MyView account. Click on My Leave Management and then Request/View Absences. Go to My recent requests and click on View for the holiday you wish to cancel. Click on Withdraw to cancel the holiday request or Edit/Delete if the request has already been approved. Your manager will need to authorise any changes you make. For more information, please click [here](#) for MyView guidance pages.

## Where can I view my work pattern on MyView?

Click **Account**  > **View My Details**. You will see details for your current post and post history. Click the down arrow to show more details.

Open your Post History, then click the 'i' button next to 'work pattern'. You will see which days have active hours against them. To view the session times for each day, click the 'i' button. Managers can view the work patterns of their team through the 'My People' tab.

For more information, please visit the [MyView](#) information page.

### **I am going on secondment, what happens to my annual leave entitlement?**

Your annual leave entitlement will be separated across your two posts, effective the start date of your secondment, and you will accrue future leave against your secondment post. You must book holiday, bank holidays and closure days that fall during your secondment against your secondment post on MyView in order for your new manager to be able to approve your requests.

### **What happens if I am sick on a booked annual leave, bank holiday or closure day?**

If you are sick during a bank holiday or closure day, the holiday will usually not be able to be rescheduled for another time.

Line managers should seek advice from their HR Partner on specific circumstances.

If you are sick during a period of booked annual leave, the appropriate number of days will be rescheduled providing that the absence has been authenticated (generally by a medical certificate at the staff's own expense) in accordance with the School's sickness absence procedure.

Line managers can remove the instance of annual leave in MyView before adding in the instance of sickness.

### **My holiday requests are going to the wrong line manager - what do I do?**

If your holiday requests are going to the wrong manager for approval, please contact **HR.Myview@lse.ac.uk**.

## **■ Line managers**

### **What is the process for new starters?**

When a new staff member joins the team, they will be able to access their MyView account as soon as they have their IT log-on details. They will be able to view their annual leave balance, book and amend annual leave, and update any personal contact details. You will be assigned as their line manager and approver for any leave requests.

Please ensure that your staff member books any bank holiday and closure days that fall on their working days. If they are part-time (or working a full-time compressed hours arrangement), you should also check their work pattern to make sure that their annual leave will be recorded against the correct working days.

### **What is the process for when my member of staff changes their working hours or working pattern - how do I ensure that the correct leave is calculated?**

Please complete a Contract Variation Form and send it electronically to your funding approver. Your funding approver will either approve funding and send the form onto HR for processing or decline funding and send the form back to you requesting further information. HR will send a letter to the member of staff confirming the change. They will also update the HR system and inform Payroll.



If you have a question about an annual leave calculation related to a contract variation, please contact **HR.Admin@lse.ac.uk** in the first instance. Please also ensure that your staff member books any bank holidays and School closure days that fall on their normal working days.

### **An employee has resigned - how do I ensure that the correct leave is paid or deducted?**

Please make sure that the employee has recorded all of their holiday, bank holidays and school closure days for the current leave year. You should also check that the correct number of days/hours were carried forward from the previous year.

Please send the leaver form, annual leave calculator and a copy of the employee's resignation email/letter to **HR.Admin@lse.ac.uk** as soon as it is formally known that the employee is leaving the School or changing job roles. HR will send a letter to the member of staff confirming the resignation and annual leave calculations. They will also update the HR system and inform Payroll.

### **How can I check the work pattern for one of my staff?**

On the 'My People' tab on MyView, select the 'My People' menu item. Next, select the relevant employee and open the current post details. You will be able to see an 'i' information icon with details of the employee's work pattern.

### **A member of staff is a shift worker - how is their annual leave calculated?**

Annual leave for shift workers is calculated based on their contracted hours. If these hours are regular and unchanging, HR can create a work pattern in MyView so that annual leave can be booked through MyView. If the individual's hours regularly change, it's recommended that you keep a local record of their annual leave.

### **How can I view the leave that one of my staff has booked on MyView?**

Go to the 'My People' tab and select 'My Team Absence > Calendar View'. Select the relevant employee and click 'Open HOLS history'. You will see a list of all absence requests that have been submitted.

### How can I check what carry forward has been allocated to one of my staff?

To see a breakdown of leave for one of your staff, go to **My Leave Management** and select **Request/View Absences**. Then navigate to **Team Leave Calendar** and click on the relevant employee. Select 'Holidays' as the absence type. Any annual leave carried forward from the previous year will be shown under the '**Carry Forward**' heading. Any additional leave carried forward on top of the automatic 5 days/ 35 hours will be added to their core entitlement.

### I need to add/remove staff allocated to my Team on MyView.

To make amendments to your direct reports, please contact **HR.Admin@lse.ac.uk** to confirm the change in line management.



## Further information

Please click [here](#) for more information and guidance on how to use MyView.

Please contact **HR.Myview@lse.ac.uk** if you have recently changed role or working hours and suspect that your annual leave entitlement is displaying incorrectly on MyView.

Managers should contact **HR.Myview@lse.ac.uk** if they notice that any leave balances, work patterns or carry forward days have not been correctly set up for their staff.