



Introduction

This guidance provides information to help managers and employees understand the principles on how bank holidays/ university closure days, work at the University.

The term ‘bank holiday (BH)’ includes public holidays in the UK, for example Good Friday and Christmas Day. There are typically 8 bank holidays in a leave year.

The term ‘University Closure Days (UC)’, or sometimes referred to as ‘University Holidays (UH)’ are when the University will be closed; these are usually in addition to the bank holidays and there are 5 university closure days in an annual leave year.

All employees are entitled to BH and UC days, this is a pro-rata entitlement based on an employee’s contractual hours and the number of bank holidays that occur in the period. In UniCore all BH and UC days are captured in hours and are automatically calculated for employees that do not work a standard working week (Monday – Friday/ full-time).

It should be noted that this guidance does not apply to employees on fractional contracts; please refer to the [Fractional Contracts](#) website pages for further information and guidance. Security employees that receive a shift allowance have their UC Days included in their annual leave entitlement balance.

It is important for employees to review their bank holiday [entitlement, available in UniCore](#), and discuss this with their line manager, at the start of each holiday year, on how many hours each employee should take off in relation to their entitlement for that year. This will avoid the situation where at the end of the leave year employees may have either a lot of hours left to take off as additional leave, or a lot of hours to work back to offset a deficit.

How BH/UC is calculated in UniCore

The BH/UC days are automatically calculated in UniCore, for both UoN annual leave years. The BH/UC days entitlement is based on the employee’s work schedule/ working pattern, this is shown in the system as hours.

At the start of each leave year, UniCore will calculate your entitlement (accrual) for the number of BH/UC based on your weekly working hours, divided by 5 to give a daily entitlement. For each BH/UC it will check your normal work schedule for each BH/UC day and take the number of hours from your work schedule as your usage (utilization). It will then deduct usage from entitlement to give you a net balance for that BH/UC usage. If the net balance results in a positive or negative value it will then adjust your annual leave balance with that amount. Any adjustments calculated is visible in your absence plan details section (for the breakdown) in UniCore. If no adjustments have been calculated, i.e. the balance is 0, then this will not show in the system, it is only a positive or negative adjustment, that will be visible in the absence balance. It is important to note that employees do **not** need to book BH or UC days to be able to take them.

For guidance on how to view your balance please visit the [UniCore Training Resources SharePoint site](#).



Examples of how it is calculated in UniCore (in hours):

Work schedule (working pattern):

	FTE	Weekly	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Employee A (Part Time)	0.70	25.38	0.00	6.00	6.00	6.00	7.38	0.00	0.00
Employee B (Compressed Hours)	1.00	36.25	9.06	9.06	9.06	9.06	0.00	0.00	0.00
Employee C (Part Time)	0.55	20	4.00	4.00	4.00	4.00	4.00	0.00	0.00

Bank Holidays/ University Closure Days based on October – September Leave Year:

Holiday Date	Type	Day of Week	Employee A			Employee B			Employee C		
			Accrual	Utilization	Balance	Accrual	Utilization	Balance	Accrual	Utilization	Balance
23.12.24	UCD	Mon	5.08	0	5.08	7.25	9.06	-1.81	4	4	0
24.12.24	UCD	Tue	5.08	6	-0.92	7.25	9.06	-1.81	4	4	0
25.12.24	Bank Holiday	Wed	5.08	6	-0.92	7.25	9.06	-1.81	4	4	0
26.12.24	Bank Holiday	Thu	5.08	6	-0.92	7.25	9.06	-1.81	4	4	0
27.12.24	UCD	Fri	5.08	7.38	-2.3	7.25	0	7.25	4	4	0
30.12.24	UCD	Mon	5.08	0	5.08	7.25	9.06	-1.81	4	4	0
31.12.24	UCD	Tue	5.08	6	-0.92	7.25	9.06	-1.81	4	4	0
1.1.25	Bank Holiday	Wed	5.08	6	-0.92	7.25	9.06	-1.81	4	4	0
18.4.25	Bank Holiday	Fri	5.08	7.38	-2.3	7.25	0	7.25	4	4	0
21.4.25	Bank Holiday	Mon	5.08	0	5.08	7.25	9.06	-1.81	4	4	0
5.5.25	Bank Holiday	Mon	5.08	0	5.08	7.25	9.06	-1.81	4	4	0
26.5.25	Bank Holiday	Mon	5.08	0	5.08	7.25	9.06	-1.81	4	4	0
25.8.25	Bank Holiday	Mon	5.08	0	5.08	7.25	9.06	-1.81	4	4	0
Totals			66.04	44.76	21.28	94.25	99.66	-5.41	52	52	0

Accrual – shows the bank holiday entitlement each employee is entitled to based on the pro rata entitlement

Utilization – shows the hours to be worked on a BH/ UC closure day based on the work schedule

Balance – is the difference between accrual and utilization. Where there is a minus or plus figure, this means that an adjustment to the annual leave balance is required (see adjustments section for more details).

Totals – Shows the totals for accrual, utilization, and balance for the leave year.

BH/UC - Adjustments

Positive Adjustment

An employee’s BH/UC entitlement allowance can go into a positive position. Below are some examples of where this could happen, but is not exhaustive:

- Working part time and not working on a Monday, which is when the majority of bank holidays occur. For example, employee A (in the calculations section) they work 25.38 hours a week and the bank holiday allowance is 66.04 hours. Based on the work schedule they are likely to have an excess of 21.28 hours that they will not take
- a BH/UC falls on the employee’s rest day – if this occurs employees should speak to their line manager and ensure they have booked their entitlement to time off later in the year, within UniCore, to ensure the absence is recorded
- Change in working pattern part way through the leave year which means less leave has been taken



If an employee works a BH/UC day, for which they have claimed the appropriate payment, and have previously had a positive adjustment calculated for that BH/UC then, for levels 1-3 the line manager can adjust the leave balance in [UniCore](#), using the Time and Labour module. For levels 4 and above please contact the [HR Employment Services team](#) for assistance.

Negative Adjustment

An employee's BH/UC entitlement allowance can go into a negative position. Below are some examples of where this could happen, but is not exhaustive:

- Change in working pattern part way through the leave year means excess leave has been taken
- working compressed hours, for example with employee B (in the calculations section) they work 36.25 hours over 4 days a week (9.06 hours per day). Over the leave year they will have taken 99.66, which means they will have taken 5.41 hours in excess of their entitlement.

If an employee works the negative hours and have not claimed the appropriate payment, then for levels 1-3 the line manager can adjust the leave balance in [UniCore](#), using the Time and Labour module. For levels 4 and above please contact the [HR Employment Services team](#) for assistance.

Working part time

The Part-time Workers (Prevention of less Favourable Treatment) Regulations provide that part-time workers should not be treated less favourably than full-timers in regard to their contractual terms. Full time employees who would normally have worked on a BH/UC are entitled to paid time off. The University is therefore required to ensure that all part time employees receive an entitlement to BH/UC days which is pro-rata to the full-time entitlement. By calculating pro rata entitlements, all employees are able to take off their pro rata entitlement whatever days of the week they work.

Part time working examples:

- Part time employees with specified hours in their contracts
- Part time employee's working a standard 5 days working pattern and the same number of hours each day, for example 5 hours
- Part time staff not working a standard 5 day working pattern, including ad-hoc days or hours throughout the working week

If, due to the work pattern (schedule) employees are unable to take their BH/UC entitlements on the days on which they fall, then employees can book this leave for another time.

If due to the work pattern the BH/UC days that fall within the employees normal working days exceeds their pro-rata entitlement, then UniCore will automatically deduct the excess amount from their annual leave entitlement.



Bank holidays over a weekend

Sometimes statutory bank holidays fall on weekends. If this is the case, normally the following Monday or Tuesday becomes a ‘designated bank holiday’ for Monday to Friday workers. If an employee works 5 in 7 days (or a proportion if part time) and they work on both the statutory bank holiday and the designated holiday both days will qualify for bank holiday payments. The designated bank holiday allowance will reduce by the number of hours worked for 1 designated bank holiday. Wherever possible, managers should avoid rostering employees to work for both statutory and designated Bank Holidays to ensure Bank Holiday working is fairly distributed across the team.

Payments for working on a BH/UC

Please note overtime and bank holiday enhancements are only applicable for employees at Levels 1-3. Please refer to the [overtime, bank holiday and unsocial hours enhancements](#) for further information.

Where an employee’s BH/UC entitlement is showing a positive balance and the employee has worked and claimed additional hours for that BH/UC, then the entitlement is reduced by the number of hours worked up to 1/5 of their working weekly hours.

For example:

- a part time employee, works 25 hours a week and has accrued 5 hours for Easter Monday BH. The employee works that BH and claims 6 hours, therefore the entitlement would be reduced by 5 hours.
- a part time employee, works 25 hours a week and has accrued 5 hours for Easter Monday BH. The employee works that BH and claims 3 hours, therefore the entitlement would be reduced by 3 hours.

To update the entitlements in UniCore please refer to the adjustments section above.

Time of in Lieu (TOIL) for working on a BH/UC

Please note TOIL is only applicable for employees at Levels 1-3. Please refer to the [overtime, bank holiday and unsocial hours enhancements](#) for further information.

An employee’s BH/UC entitlement allowance is reduced by the number of hours worked on the BH/UC including where an employee may choose or be requested to accrue TOIL as an alternative to payment for hours worked.



Bank holidays during a period of family leave

Annual leave, including BH/UC days will continue to accrue during all periods of maternity, adoption, shared parental, and parental leave. Where accrued annual leave cannot be taken in the current leave year then this can be carried over into the next leave year and should be taken in line with the [annual leave guidance](#).

Sickness on a BH/UC

Where an employee is **scheduled or not scheduled** to work on a BH/UC and has sickness recorded on that day (short term absence), the employee receives payment in line with the company sick pay arrangements and are not be able to take the BH/UC day at a later date. Employees should ensure that they report their sickness absence in accordance with the [sickness absence policy](#).

It should be noted that the same provisions apply for those on long term sick, however, they have a right to carry forward up to 4 weeks holiday into the next leave year, see the [annual leave guidance](#) for further information.

New starters part way through a leave year

In all scenarios the BH/UC days are automatically calculated in UniCore, for both annual leave years. In [UniCore](#) the leave is calculated on a pro-rata basis, using the remaining BH/UC days available in the leave year.

Change of working hour's part way through a leave year

During any leave year an employee may increase, reduce, or change their working hours/ days of the week worked. The remaining leave is automatically calculated in UniCore assessing the previous work schedule and new working pattern. The leave is calculated on a pro-rata basis, using the remaining BH/UC days available in the leave year.

Further information

For further support please contact the [HR Employment Services Team](#).



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Guidance – Bank Holidays/University Closure Days

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Useful links

[Annual Leave](#)

[Sickness Absence Guidance](#)

[Overtime, bank holiday and unsocial hours enhancements](#)

[UniCore](#)

[UniCore training resources \(including videos\)](#)