
ANNUAL LEAVE ARRANGEMENTS

1. INTRODUCTION

The arrangements described herein apply to all University of Suffolk staff. Further information and FAQs can be found on MyView the POD Self Service portal.

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4. TAKING ANNUAL LEAVE

Annual leave is managed by the employee and their line manager, or their designate, and should be agreed and booked with them via the Leave Management section on MyView. Annual leave may only be taken with the express approval of the relevant line manager. The timing of leave must reflect the business needs of the University of Suffolk.

Requests for extended periods of annual leave of more than two weeks should be requested at the earliest opportunity for planning purposes, ideally within the autumn term. Requests for extended periods of leave will only be approved in exceptional circumstances by the line manager. For teaching and frontline support staff, it will not normally be possible to take extended periods of leave during teaching weeks.

5. CARRY FORWARD OF ANNUAL LEAVE

