

## **Annual Leave**

In addition to the eight statutory holidays each year:

- Teaching staff receive 42 days annual leave
- Administrative Managers receive 35 days
- Academic Managers receive 37 days annual leave
- Support/Services Staff receive 26 days per annum increasing by one day for each completed years of service up to 31 days after 5 years of service and then to 32 days per annum after completing 10 years of service
- For term time posts you may only take leave when you are not scheduled to work for the College. You will be advised on an annual basis of the College timetable and when you are required to work.