



Circular STS 02/20 – COVID-19 Annual Leave (Support Staff)

This circular provides advice and guidance on the use of carry forward and scheduling and rescheduling of annual leave due to COVID-19.

In view of the current COVID-19 situation and within the national framework, staff should be encouraged to take annual leave during the leave year to ensure good health and wellbeing.

However, colleges should consider their own operational context and are encouraged to be flexible and set a carry over for this annual leave year only, of 5 days as a minimum to be taken before the end of following leave year.

Colleges should also offer flexibilities in relation to the scheduling or rescheduling of annual leave according to the operational needs of the service within the current leave year.

Clarification

If any clarification is sought this should be directed to the joint secretaries, heather.stevenson@collegesscotland.ac.uk or john.gallacher@unison.co.uk. A joint response will be provided to all points of clarification.

4 May 2020