



University of  
St Andrews

## Conditions of employment by grade

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Grade	Annual Leave	Overtime	Probation	Notice Period	Termination Period	Pension Scheme	Hrs
9	39 (34 + 5)		15 months	3 months**	3 months	USS	36.25†
8							
7							
6		1.5 (x hrs)*		1 month	1 month		36.25†
5						S&LAS	36.25
4	35 (30+ 5)#		6 months				36.25
3							36.25
2			3 months				36.25
1							

# **Annual leave entitlement for Grades 1 – 4:**

- Initial entitlement: **35 days** (30 days + 5 statutory days)
- Increasing after 4 years continuous service to **37 days** (32 + 5)
- Increasing after 6 years continuous service to **39 days** (34 + 5)

\* Staff in Grades 1 to 6 will receive payment for overtime at an enhanced rate of 1.5 x hours work or will receive time-off in lieu (method of reimbursement to be agreed with line manager)

\*\* Notice period for executive members of the Office of the Principal is 6 months

† Harmonisation of hours (to 36.25 hours per week for full time employees) was implemented on 1 August 2005 and now applies to all University employees with precise hours stated in their contracts. Full academics, and those contract research and other related academic staff who do not have hours of work or annual leave defined in their contracts will be advised that *colleagues in their Grade have the following condition: "The employee will be expected to work such hours and such days as are required for the proper discharge of duties, but the working week will normally be 36.25 hours per week; and the annual leave entitlement shall be 39 days in each leave year."*

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
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