



Postgraduate Researcher (PGR) Annual Leave Policy

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1. Introduction and Purpose

- 1.1 The purpose of this procedure is to provide guidance on the allocation and approval of annual leave for postgraduate researchers (PGRs).
- 1.2 PGRs who are members of staff, except those on a casual employment contract (e.g. Teaching Assistants) at The University of Manchester, should follow the appropriate [Directorate of People](#) policy.

2. Scope and definitions

- 2.1 This policy applies to all full and part-time PGRs and the relevant University of Manchester staff.
- 2.2 This policy forms part of the [Code of Practice for Postgraduate Researchers](#).

3. Roles and Responsibilities

- 3.1 It is the responsibility of PGRs and the relevant University of Manchester staff to adhere to this policy.

4. Annual Leave – General Principles

- 4.1 The University holiday year is October 1 to September 30, inclusive.
- 4.2 Full-time PGRs are entitled to up to 32 working days annual leave in addition to public holidays and University closure days, unless individual funder terms and conditions state otherwise.
- 4.3 Annual leave is applied pro-rata for portions of the year and for part-time PGRs.
- 4.4 Annual leave allowance cannot be carried forward from one holiday year to the next.
- 4.5 No period of annual leave can exceed four weeks in length; absences greater than four weeks require a formal [interruption](#) request).
- 4.6 Annual leave can be taken at any time during the holiday year, but PGRs must obtain prior agreement from their supervisor(s) and report the dates to the relevant [Faculty Doctoral Academy](#).
- 4.7 Annual leave must not be used to cover any period of absence that meets the criteria for a formal change of circumstance e.g. [sickness](#). In such cases, the appropriate change of circumstance process must be followed.

4.8 Annual leave should not be used as an extension to an approved period of interruption, although annual leave accrued during a period of approved interruption may be used when a phased return from interruption is recommended (refer to the [PGR Interruption to Programme Procedure](#)).

4.9 PGRs on a student route visa are advised to seek advice from the [Student Immigration Team](#) prior to undertaking any period of leave outside of the UK.

5. Application for Annual Leave

5.1 There is no formal application required for PGR annual leave. However, PGRs must discuss and get agreement for any period of annual leave with their supervisor(s) prior to taking the leave.

5.2 Permission to take annual leave must not to be withheld unreasonably, taking into account all personal and organisational factors involved.

Version amendment history		
Version	Date	Reason for change
1	October 2025	New policy

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