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Conditions of Employment in Higher Education

A research report for
UCEA

Incomes Data Services
June 2008

This report was researched and written by Incomes Data Services (IDS) on behalf of UCEA.

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Introduction

Jocelyn Prudence, Chief Executive UCEA

Conditions of employment are a very important part of the reward package and account for a significant part of Higher Education Institutions' (HEIs) total remuneration costs. While many of these conditions are underpinned by statutory requirements, HEIs along with many other employers in both the private and public sectors, provide more than these minima. HE employers recognise that providing good employment conditions for all levels of staff is a major asset in recruiting and retaining good employees.

In this publication, the outcome of the first research project on employment conditions across the Higher Education (HE) sector, UCEA has sought to gather information about the variety of practice across the range of HE institutions. We engaged Incomes Data Services (IDS) - the major pay and conditions research organisation - to conduct this work for us. IDS surveyed UCEA's entire membership using both a questionnaire survey and analysis of relevant policy documents where appropriate. This was a major exercise and we are most grateful to IDS for the rigorous and speedy manner in which this work was conducted. We are also most grateful to all the UCEA members who took the time and trouble to respond to the survey. Most importantly one outcome of this research is that UCEA now has an electronic database of employment conditions by institution that can be easily updated, added to and searched. We are aware that this survey by no means covers all the variety of employment conditions found in HEIs. In this research we have confined our coverage to the core employment conditions, such as contractual hours of work, leave, family friendly benefits, sick leave and pensions. We hope to conduct further work on other employment conditions in the future.

UCEA is pleased that the evidence from this research demonstrates that Higher Education employers provide among the better employment conditions when compared to the whole economy. This research will hopefully assist UCEA members in communicating the excellent conditions provided in the sector to both new recruits and existing staff. It will also enable members to benchmark their own provision against the wider sector norms.

Key findings

Hours

- Many institutions do not have specified contractual hours of work for academic staff (55 per cent). Those with specified hours of work for academics have a median basic working week of 36 hours while the median basic working week for support staff is 36.25 hours.
- The median basic working week in Higher Education Institutions (HEIs) is slightly lower than the median of 37 hours a week for both private and public sector organisations.

Holidays

- The median basic annual leave entitlement is 35 days for academic staff and 25 days for support staff. Basic annual leave entitlement for academics is above the median for the whole economy while entitlement for support staff is in line with the whole economy (and private sector, public sector and not-for-profit sectors). HEIs compare favourably in terms of the lower and upper quartiles of entitlement.

Family friendly provisions

- 94 per cent of HEIs provide maternity pay above the minimum statutory entitlement (compared to 15 per cent in the whole economy and 33 per cent in larger workplaces). Over half (55 per cent) of respondents provide enhanced maternity pay provisions after one year of service, a further 37 per cent provide enhanced provisions after 26 weeks' service.
- Three-quarters of respondents provide paternity leave or pay above the statutory requirements. Higher education compares favourably to external comparators in this respect.

Sick pay

- Half of the survey respondents have a sick pay scheme that covers all employees, and the other half have separate schemes covering different groups of employees, with 39 organisations using entirely separate arrangements for academic and support staff.
- Comparator data from the Chartered Institute of Personnel and Development (CIPD) and the Department for Business, Enterprise and Regulatory Reform (BERR) show that the higher education sector compares favourably with other workplaces in terms of sick pay duration, rates and eligibility requirements.

Pensions

- The Universities Superannuation Scheme, the Local Government Pension Scheme, the Teachers' Pension Scheme and the Universities' own local schemes are the most commonly used pension schemes in the HE sector.
- The range of pension scheme contribution rates for both employers and employees in the higher education sector is similar to defined benefit contribution rates in both the wider public sector and the private sector.
- The most common accrual rate in HEI pension schemes is either 1/80th (plus a 3/80th lump sum) or 1/60th.

Harmonisation

- One-third of respondents still has old (pre-Framework Agreement) HE national agreements on conditions in place.
- Four-fifths of organisations have harmonised one or more of their terms and conditions in the past three years.
- Almost half of the institutions covered by the survey have plans for (further) harmonisation in the next three years.

Methodology

IDS was commissioned by the Universities and Colleges Employers Association (UCEA) to conduct research on employment conditions and benefits across the higher education sector and compare them to the benefits offered elsewhere. To meet the objectives of this project, IDS carried out both a bespoke survey of conditions of employment in higher education and analysed institutional policies and documents where appropriate. The results of this research were then compared with information on the wider economy drawn from IDS databases and other sources.

The purpose of the survey was to collect data on hours, holidays, maternity and paternity arrangements, sick leave provisions, pension arrangements and to establish the current state of play concerning the harmonisation of terms and conditions in higher education. The survey was sent out in an email to 169 institutions at the end of January 2008, followed up by a reminder email from UCEA a few weeks later. In total, 109 responses had been collected by the end of February, of which 108 have been analysed for this survey¹. This gives a response rate of 64 per cent. An updateable database of employment conditions by institution was also created for UCEA by IDS.

The survey consisted of the following components:

- i. Hours: basic weekly contractual hours of work for each category of staff
- ii. Annual leave entitlement: basic leave, service-related leave, and additional periods of leave for each category of staff
- iii. Maternity leave arrangements: over and above statutory, including paid and unpaid leave and service requirements
- iv. Paternity leave arrangements: over and above statutory, including paid and unpaid leave and service requirements
- v. Sick leave provisions: sick pay duration and rate, and service requirements for each category of staff

¹ The last response arrived too late to be included.

- vi. Pension arrangements: which schemes are used and what are the employer and employee contribution rates applied to both local institutional schemes and the local government pension scheme.

The surveys were processed and analysed using an Access database. Survey results have been compared with existing IDS sources from the Pensions and HR Studies databases and with other external sources, including studies from the Chartered Institute of Personnel and Development (CIPD) and the Department for Business, Employment and Regulatory Reform (BERR) that were published in 2006 and 2007. Comparator data from the HR Studies databases has been divided into public sector, private sector and not-for-profit. The IDS Pension Scheme Benchmarks report was published in 2008, and the IDS Studies were all published in autumn 2007.

Survey data have, where applicable, been broken down into academic and support staff results for this report, to give an overview of differences that exist between the two groups. In the database provided to UCEA, the support staff data has been broken down into more detailed groups, including clerical, technical and manual staff and analysed by mission group.

1. Institutional affiliation

Institutional association

The survey covers the full range of HE institutions. Most respondents belonged to a sector group (either Million+, University Alliance or Russell Group, followed by the 1994 Group and Guild HE) but some 30 per cent of respondents did not belong to any group (see table 1.1).

Table 1.1: Institutional affiliation

Group	Number	Per cent
1994 Group	13	12.0
Million +	18	16.7
Russell Group	16	14.8
University Alliance	18	16.7
Guild HE	11	10.2
None of these groups	32	29.6
Total	108	100.0

2. Hours

Basic weekly hours

In total 108 institutions provided details on basic hours of work. These are contractual weekly hours of work (where specified) but do not include any additional hours worked (either paid, such as overtime, or unpaid). Fewer than five per cent of respondents have harmonised hours and holidays for all staff groups. Of those respondents with separate hours for academic and support staffs, less than half (45 per cent) have specified weekly hours of work for academic staff (see table 2.1). Ten institutions gave examples of non-specific hours of work for academic staff, such as; 'minimum of 35 hours a week', 'approximately 550 hours teaching per year plus administrative and research work as necessary', and 'pay is based on 37.5 hours a week'.

Tables 2.1 to 2.3 show the range of contractual hours for academic and support staff and, where harmonised, those for all staff. Table 2.4 provides a summary across all groups by type of institution. The median basic working week for academic staff (i.e. those with specified hours of work) is 36 hours (mean 35.9 hours a week). In pre-92 institutions the median is 36 and the mean 35.8, and in post-92 institutions these figures are slightly higher with a median at 37 hours and the mean at 36.3 hours. For colleges the median is slightly lower at 35 hours a week (mean 35.5). The median basic working week for support staff with specified hours of work is 36.3 hours and the mean 36 hours a week. Support staff working at pre-92 HEIs have a median working week of 36 hours, while the median for their colleagues at post-92 institutions stands at 37 hours a week. The median working week for support staff at colleges is 35 hours. The median basic working week for staff with specified hours of work on harmonised conditions is 35 hours (average 35.7 hours a week).

Table 2.1: Academic staff basic weekly hours (non-harmonised)

Hours per week	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
Not specified	18	52.9	24	57.1	14	53.8	56	54.9
30	0	0.0	0	0.0	1	3.8	1	1.0
33	0	0.0	1	2.4	0	0.0	1	1.0
35	8	23.5	4	9.5	7	26.9	19	18.6
36	1	2.9	0	0.0	1	3.8	2	2.0
36.25	1	2.9	0	0.0	0	0.0	1	1.0
36.5	4	11.8	0	0.0	0	0.0	4	3.9
37	2	5.9	13	31.0	1	3.8	16	15.7
37.5	0	0.0	0	0.0	1	3.8	1	1.0
40	0	0.0	0	0.0	1	3.8	1	1.0
Total	34	100.0	42	100.0	26	100.0	102	100.0

Table 2.2: Support staff basic weekly hours (non-harmonised)

Hours per week	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
Not specified	0.0	0.0	0.0	0.0	1.0	5.9	1	1.0
32.5	0.0	0.0	0.0	0.0	1.0	5.9	1	1.0
35	22.0	48.9	10.0	24.4	10.0	58.8	42	40.8
36	6.0	13.3	0.0	0.0	1.0	5.9	7	6.8
36.25	5.0	11.1	2.0	4.9	1.0	5.9	8	7.8
36.5	8.0	17.8	3.0	7.3	1.0	5.9	12	11.7
37	4.0	8.9	25.0	61.0	1.0	5.9	30	29.1
37.5	0.0	0.0	1.0	2.4	1.0	5.9	2	1.9
Total	45	100.0	41	100.0	17	100.0	103	100.0

Table 2.3: Basic weekly hours (harmonised)

Hours per week	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
Not specified	1	25.0	0	0.0	0	0.0	1	16.7
35	1	25.0	0	0.0	2	100.0	3	50.0
36.5	1	25.0	0	0.0	0	0.0	1	16.7
37	1	25.0	0	0.0	0	0.0	1	16.7
Total	4	100.0	0	0.0	2	100.0	6	100.0

Table 2.4: Summary table basic weekly hours (all employee groups with specified hours of work, by type of institution)

Employee group	Type of institution	Lower quartile	Mean	Median	Upper quartile	Number
Academic staff	Pre-92	35	35.8	36	36.5	34
	Post-92	35	36.3	37	37	42
	College	35	35.5	35	36	26
	All academic staff	35	35.9	36	37	102
Support staff	Pre-92	35	35.7	36	36.5	45
	Post-92	36.3	36.5	37	37	41
	College	35	35.4	35	36	17
	All support staff	35	36	36.3	37	103
Harmonised staff	Pre-92	35	36.2	36.5	37	4
	Post-92	-	-	-	-	0
	College	35	35	35	35	2
	All harmonised staff	35	35.7	35	36.5	6

Source tables 2.1-2.4: UCEA Conditions of Employment in Higher Education Survey 2008

Comparator data from the 2007 IDS HR Studies database (table 2.5) shows that in general the median basic working week in HEIs is slightly lower than for the rest of the economy. IDS research across 432 organisations and 875 employee groups shows a median working week of 37 hours (average 37.3 hours). The median in 373 private sector organisations is 37.5 hours (average 37.4 hours) and in 29 public sector organisations the median is 37 hours (average 36.7 hours). In the not-for-profit sector the median basic working week is 36 hours from a sample of 30 organisations.

Table 2.5: 2007 IDS HR Studies comparator data

	All orgs	Private sector	Public sector	Not-for-profit	UCEA survey data	
					Academic	Support
Lower quartile		36.25	36	35	35	35
Median		37.5	37	36	36	36.3
Average		37.4	36.7	36.3	35.9	36
Upper quartile		39	37	37.5	37	37
Range		23.5 to 48	35 to 42	35 to 40	30 to 40	32.5 to 37.5

Source: IDS data and UCEA Conditions of Employment in Higher Education Survey 2008

Specified hours of work

Three-quarters of respondents employ some staff that do not have specified hours of work (table 2.6). This is more common at pre- and post 92 HEIs, where four-fifths of institutions employ some staff on unspecified working hours, and less so at colleges, where the number is around half. 83 institutions provided details of the staff group(s) on unspecified hours and typically these were academic staff or senior management. Hourly-paid lecturers were also mentioned by a number of respondents as not having specified weekly hours of work.

Table 2.6: Are there any staff who do not have any specified hours of work?

	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
No	10	20.8	8	19.5	9	47.4	27	25.0
Yes	38	79.2	33	80.5	10	52.6	81	75.0
Total	48	100.0	41	100.0	19	100.0	108	100.0

Flexible working arrangements

70 per cent of respondents have flexible working arrangements in place for their staff, as is illustrated by table 2.7. This is most common at post-92 institutions, with three-quarters of respondents operating a flexible hours policy, followed by pre-92 institutions (71 per cent) and colleges, where around half of respondents have such a policy. When asked which staff are covered by these arrangements, 56 per cent of all respondents said all staff, 40 per cent said support staff and only one reported that the arrangements cover academic staff only. Some respondents mentioned that informal arrangements exist and two institutions said that only employees with children are covered by the policy.

Table 2.7: Do you operate a flexible working hours policy?

	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
No	14	29.2	10	24.4	9	47.4	33	30.6
Yes	34	70.8	31	75.6	10	52.6	75	69.4
Total	48	100.0	41	100.0	19	100.0	108	100.0

3. Leave

Basic annual leave

Tables 3.1 to 3.3 show the basic annual leave entitlement for employee groups by type of institution. The median number of days' leave to which staff in HE is entitled is 28 days. The mean is 28.6 days. Broken down by type of institution, the median at pre-92 HEIs is 25 days, 32 days at post-92 institutions, and 30 days at colleges. In some cases, academic staff do not have any specified contractual leave entitlement (other than the statutory minimum).

Analysis of basic annual leave entitlement by employee group shows a median entitlement of 35 days for academic staff at post-92 institutions and Colleges, and 30 days at pre-92 HEIs. For support staff, the median entitlement is 25 days for staff at pre-and post 92 organisations and 23 for those employed by colleges. The median is 27 days for staff working at HEIs with harmonised leave, and the mean is slightly higher at 27.4 days.

Table 3.1: Basic annual leave (all employee groups)

Days leave	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
20	5	6.0	3	3.8	6	15.8	14	6.9
21	3	3.6	4	5.0	1	2.6	8	4.0
22	2	2.4	2	2.5	1	2.6	5	2.5
23	9	10.7	2	2.5	1	2.6	12	5.9
24	4	4.8	2	2.5	0	0.0	6	3.0
25	19	22.6	12	15.0	6	15.8	37	18.3
26	3	3.6	3	3.8	0	0.0	6	3.0
26.5	0	0.0	1	1.3	0	0.0	1	0.5
27	7	8.3	2	2.5	0	0.0	9	4.5
28	2	2.4	1	1.3	1	2.6	4	2.0
30	20	23.8	6	7.5	9	23.7	35	17.3
31	0	0.0	1	1.3	0	0.0	1	0.5
32	3	3.6	1	1.3	0	0.0	4	2.0
33	1	1.2	2	2.5	0	0.0	3	1.5
34	2	2.4	0	0.0	0	0.0	2	1.0
35	3	3.6	30	37.5	11	28.9	44	21.8
36	0	0.0	2	2.5	0	0.0	2	1.0
37	0	0.0	3	3.8	0	0.0	3	1.5
38	0	0.0	2	2.5	0	0.0	2	1.0
39	1	1.2	1	1.3	0	0.0	2	1.0
40	0	0.0	0	0.0	2	5.3	2	1.0
Total	84	100.0	80	100.0	38	100.0	202	100.0

Table 3.2a: Basic annual leave by employee group – academic staff

Days leave	Pre-92		Post-92		College		All academic staff	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
20	0	0.0	0	0.0	0	0.0	0	0.0
21	0	0.0	0	0.0	0	0.0	0	0.0
22	0	0.0	0	0.0	0	0.0	0	0.0
23	2	5.6	0	0.0	0	0.0	2	2.1
24	2	5.6	0	0.0	0	0.0	2	2.1
25	7	19.4	1	2.5	1	5.3	9	9.5
26	1	2.8	0	0.0	0	0.0	1	1.1
26.5	0	0.0	1	2.5	0	0.0	1	1.1
27	1	2.8	0	0.0	0	0.0	1	1.1
28	2	5.6	0	0.0	0	0.0	2	2.1
30	14	38.9	2	5.0	6	31.6	22	23.2
31	0	0.0	0	0.0	0	0.0	0	0.0
32	2	5.6	0	0.0	0	0.0	2	2.1
33	1	2.8	1	2.5	0	0.0	2	2.1
34	1	2.8	0	0.0	0	0.0	1	1.1
35	2	5.6	28	70.0	10	52.6	40	42.1
36	0	0.0	2	5.0	0	0.0	2	2.1
37	0	0.0	3	7.5	0	0.0	3	3.2
38	0	0.0	1	2.5	0	0.0	1	1.1
39	1	2.8	1	2.5	0	0.0	2	2.1
40	0	0.0	0	0.0	2	10.5	2	2.1
Total	36	100.0	40	100.0	19	100.0	95	100.0

Table 3.2b: Basic annual leave by employee group – support staff

Days leave	Pre-92		Post-92		College		All support staff	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
20	5	11.1	3	7.5	6	35.3	14	13.7
21	3	6.7	4	10.0	1	5.9	8	7.8
22	2	4.4	2	5.0	1	5.9	5	4.9
23	7	15.6	2	5.0	1	5.9	10	9.8
24	2	4.4	2	5.0	0	0.0	4	3.9
25	11	24.4	11	27.5	5	29.4	27	26.5
26	2	4.4	3	7.5	0	0.0	5	4.9
26.5	0	0.0	0	0.0	0	0.0	0	0.0
27	4	8.9	2	5.0	0	0.0	6	5.9
28	0	0.0	1	2.5	0	0.0	1	1.0
30	6	13.3	4	10.0	2	11.8	12	11.8
31	0	0.0	1	2.5	0	0.0	1	1.0
32	1	2.2	1	2.5	0	0.0	2	2.0
33	0	0.0	1	2.5	0	0.0	1	1.0
34	1	2.2	0	0.0	0	0.0	1	1.0
35	1	2.2	2	5.0	1	5.9	4	3.9
36	0	0.0	0	0.0	0	0.0	0	0.0
37	0	0.0	0	0.0	0	0.0	0	0.0
38	0	0.0	1	2.5	0	0.0	1	1.0
39	0	0.0	0	0.0	0	0.0	0	0.0
40	0	0.0	0	0.0	0	0.0	0	0.0
Total	45	100.0	40	100.0	17	100.0	102	100.0

Table 3.2c: Basic annual leave by employee group – harmonised staff

Days leave	Pre-92		Post-92		College		All harmonised staff	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
20	0	0.0	0	0.0	0	0.0	0	0.0
21	0	0.0	0	0.0	0	0.0	0	0.0
22	0	0.0	0	0.0	0	0.0	0	0.0
23	0	0.0	0	0.0	0	0.0	0	0.0
24	0	0.0	0	0.0	0	0.0	0	0.0
25	1	33.3	0	0.0	0	0.0	1	20.0
26	0	0.0	0	0.0	0	0.0	0	0.0
26.5	0	0.0	0	0.0	0	0.0	0	0.0
27	2	66.7	0	0.0	0	0.0	2	40.0
28	0	0.0	0	0.0	1	50.0	1	20.0
30	0	0.0	0	0.0	1	50.0	1	20.0
31	0	0.0	0	0.0	0	0.0	0	0.0
32	0	0.0	0	0.0	0	0.0	0	0.0
33	0	0.0	0	0.0	0	0.0	0	0.0
34	0	0.0	0	0.0	0	0.0	0	0.0
35	0	0.0	0	0.0	0	0.0	0	0.0
36	0	0.0	0	0.0	0	0.0	0	0.0
37	0	0.0	0	0.0	0	0.0	0	0.0
38	0	0.0	0	0.0	0	0.0	0	0.0
39	0	0.0	0	0.0	0	0.0	0	0.0
40	0	0.0	0	0.0	0	0.0	0	0.0
Total	3	100.0	0	0.0	2	100.0	5	100.0

Table 3.3: Basic annual leave entitlement by employee group and type of institution

Employee group	Type of institution	Lower quartile	Mean	Median	Upper quartile	Number
Academic staff	Pre-92	25	29	30	30	36
	Post-92	35	34.6	35	35	40
	College	30	33.4	35	35	19
	All academic staff	30	32.2	35	35	95
Support staff	Pre-92	23	25	25	27	45
	Post-92	23	26	25	28	40
	College	20	23.9	23	25	17
	All support staff	23	25.3	25	27	102
Harmonised staff	Pre-92	25	26.3	27	27	3
	Post-92	-	-	-	-	0
	College	28	29	28	30	2
	All harmonised staff	27	27.4	27	28	5
All employee groups	Pre-92	24	26.8	25	30	84
	Post-92	25	30.3	32	35	80
	College	25	28.9	30	35	38
	All employee groups	25	28.6	28	35	202

Source tables 3.1-3.3: UCEA Conditions of Employment in Higher Education Survey 2008

Comparator data from the 2007 IDS HR Studies database, covering 432 organisations and 896 employee groups, shows a median basic annual leave entitlement of 25 days across the rest of the economy (mean 24.6 days). The median in 373 private sector organisations is 25 days (mean 24.5 days) and in 29 public sector organisations the median is also 25 days (mean 25.9 days). In the not-for-profit sector the median basic annual leave entitlement is 25 days from a sample of 30 organisations (table 3.4).

These figures show that that basic annual leave entitlement for academics is above that for employees across the rest of the economy. Leave for support staff is in line with that for the whole economy, the private and public sectors and the not-for-profit sector at 25 days a year. Higher education compares favourably in the lower and upper quartile ranges of leave entitlement compared to external organisations.

Table 3.4: Basic annual leave 2007 IDS HR Studies comparator data

	All orgs	Private sector	Public sector	Not-for-profit	UCEA survey data	
					Academic	Support
Lower quartile	23	23	22	23	30	23
Median	25	25	25	25	35	25
Mean	24.6	24.5	25.9	24.8	32.2	25.3
Upper quartile	25.5	25	30	26	35	27
Range	15 to 27	15 to 34	20 to 37	20 to 32	23 to 40	20 to 38

Source: IDS HR Studies database and UCEA Conditions of Employment in Higher Education Survey 2008

Maximum service-related leave

On top of basic leave entitlement, many organisations provide additional, service-related, days. This is common across the whole economy. The median additional service-related leave across all HE employee groups is five days (average 4.4 days). For most HEIs, academic staff receive their full leave entitlement on appointment. Only two institutions gave details of maximum service-related leave for academic staff: two days at one institution and five days at the other.

Just over two-fifths (42 per cent) of support staff are eligible to receive extra service-related holiday; the median number of days is five (average 4.5 days). No institutions gave details for extra service-related leave for staff with harmonised leave arrangements.

Table 3.5:
Maximum extra service-related leave (all employee groups)

Days leave	Number	Per cent
1	2	3.4
2	5	8.5
3	10	16.9
4	6	10.2
5	30	50.8
6	4	6.8
7	1	1.7
8	1	1.7
9	1	1.7
Total	59	100.0

Additional periods of leave

The majority of both academic and support staff have additional periods of leave (87 per cent and 91 per cent respectively) which are set at institutional level (ie Christmas closure). The median is four days (average 4.6 days). The median additional period is four days (average 4.7 days). The most common periods of additional leave are at Christmas (and New Year), Easter and 'building closed' dates.

Note: Where the figure given for the number of days of additional leave is particularly high eight days have been subtracted, assuming that respondents included statutory bank holidays in the entitlement stated.

Periods when leave must/must not be taken

Tables 3.6 and 3.7 provide further details on holiday arrangements. 61 per cent of all respondents have designated periods when leave must be taken, especially at pre-92 HEIs where this is the case for almost three out of four respondents. 70 respondents specified the periods in which leave must be taken and the most common periods are over Christmas (and New Year) and/or Easter.

Over half of respondents (58 per cent) have designated periods when leave must not be taken. This is the most common among College employees (four-fifths of respondents). 63 respondents gave details and, overwhelmingly, leave is restricted during term-time for academic staff and for support staff who provide support services to students.

Table 3.6:
Are there any HEI designated periods when leave must be taken?

	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
No	13	27.1	21	51.2	8	42.1	42	39.0
Yes	35	72.9	20	48.8	11	57.9	66	61.0
Total	48	100.0	41	100.0	19	100.0	108	100.0

Table 3.7:
Are there any HEI designated leave periods when certain staff may not take leave?

	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
No	22	45.8	20	48.8	4	21.1	46	42.6
Yes	26	54.2	21	51.2	15	78.9	62	57.4
Total	48	100.0	41	100.0	19	100.0	108	100.0

Source tables 3.6 and 3.7: UCEA Conditions of Employment in Higher Education Survey 2008

Carrying over holiday

A large majority (86 per cent) of all institutions allow staff to carry over holiday entitlement from one year to the next. This is most common at pre- and post 92 HEIs and slightly less so at colleges. A maximum allowance of five days was reported by 90 per cent of respondents, while the median number of days was also five. The mean is higher at 5.2 days due to a small number reporting that the maximum of days that can be carried over is 10 (tables 3.8 and 3.9).

Table 3.8: Are staff able to carry over holiday from one year to the next?

	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
No	7	14.6	4	9.8	4	21.1	15	13.9
Yes	41	85.4	37	90.2	15	78.9	93	86.1
Total	48	100.0	41	100.0	19	100.0	108	100.0

Table 3.9: What is the maximum number of days leave that can be carried over?

Number Of days	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
3	0	0.0	3	8.6	0	0.0	3	3.6
4	0	0.0	0	0.0	1	7.1	1	1.2
5	34	97.1	30	85.7	12	85.7	76	90.5
10	1	2.9	2	5.7	1	7.1	4	4.8
Total	35	100.0	35	100.0	14	100.0	84	100.0

Source tables 3.8 and 3.9 : UCEA Conditions of Employment in Higher Education Survey 2008

Exchanging and purchasing holiday

Just one institution allows staff to exchange holiday for additional pay, up to a maximum of five days of leave. This applies to academic staff only. Furthermore, two institutions reported allowing staff to purchase additional holiday. This arrangement covers all employee groups.

One institution reported that a proposal to allow trading holidays (both buying and selling) has been tabled. If agreed, the proposal would allow all support staff, with a contract of at least one year at the start of the leave year, to trade up to five days of leave a year. Another institution reported that it is 'currently discussing with the trade unions the facility to purchase up to 10 days to be made available to all staff'.

4. Maternity and paternity provisions

Maternity leave

In total, 107 institutions provided details of maternity provisions. Almost all follow the statutory leave entitlement of 52 weeks. Two respondents, however, offer maternity leave arrangements above the statutory entitlement of 52 weeks. Both offer 63 weeks of maternity leave following an initial qualifying period of 26 weeks' continuous service.

Eligibility requirements for above-statutory institutional maternity pay

As is shown in table 4.1, 74 institutions gave details of eligibility requirements for institutional maternity pay². The most common period of service required is one year (41 respondents or 55 per cent), followed by 26 weeks of service (stated by 27 respondents or 37 per cent).

Table 4.1: Eligibility requirement for company maternity pay

Service criteria	Number	Per cent
None	1	1.4
26 weeks	27	36.5
40 weeks	1	1.4
41 weeks	1	1.4
52 weeks	41	55.4
78 weeks	1	1.4
104 weeks	2	2.7
Total	74	100.0

IDS comparator data³ shows that the most common period of service before staff are eligible for company maternity payments is 26 weeks. In addition to the IDS data, the Third Work-Life Balance Employer survey by the Department for

² To be eligible for Statutory Maternity Pay (SMP) there are two basic rules: 1) the employee must have been employed continuously by the same employer for at least 26 weeks including (and ending with) the qualifying week. The employee must have been employed at least one day in the qualifying week. 2) The employee must earn enough, on average, to be relevant for National Insurance (NI) purposes. For more information, please see: http://www.dwp.gov.uk/advisers/ni17a/smp/smp_2.asp

Business, Enterprise and Regulatory Reform (BERR) provides further comparator information. This survey was conducted in 2007 and includes data from 570 workplaces in the UK with five or more employees. It shows that only 15 per cent of all respondents provided maternity pay above the statutory minimum, rising to 41 per cent at larger workplaces (defined as employing 100 or more staff). Of the 15 per cent of respondents that provided above-statutory maternity pay, 78 per cent had no eligibility requirement.

Maternity pay

Almost all respondents to the UCEA survey (94 per cent) offer maternity pay provisions above the statutory entitlement of six weeks at 90 per cent of average weekly earnings followed by a further 33 weeks at Statutory Maternity Pay (SMP). This is more common among pre- and post-92 HEIs (92 and 100 per cent respectively) than at colleges, where four-fifths of respondents provides maternity pay above statutory (table 4.2).

One institution reported offering maternity pay provisions above the statutory entitlement to staff in one of its colleges while staff employed at its other college receive SMP only.

Table 4.2:
Do you offer maternity pay provisions above the statutory entitlement?

	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
No	2	4.2	0	0.0	4	21.1	6	5.6
Yes	46	95.8	41	100.0	15	78.9	102	94.4
Total	48	100.0	41	100.0	19	100.0	108	100.0

91 per cent of institutions provided details on levels of maternity pay. Most payment schemes offer a period of leave on full pay, followed by a period on half pay and the remainder on SMP. Only eight institutions reported that they do not provide a period of maternity leave on full pay.

³ The organisations chosen to feature in the IDS HR Studies issue on maternity and parental leave (no. 851, August 2007) were selected on the basis that they go beyond the statutory minimum with regard to maternity and paternity arrangements. The sample is not intended to be representative of UK organisations in general.

The period of full pay varies from two weeks to 26 weeks but most commonly schemes offer full pay to qualifying employees for four (22 responses) or eight (18 responses) weeks, followed by a period of leave on half pay, then SMP. A number of institutions offer 18 weeks of maternity leave at full pay; however this period is typically followed by leave on SMP.

Some of the most common payment arrangements are:

- four weeks at full pay, two weeks at 90 per cent of average earnings, 12 weeks at half pay plus SMP, followed by SMP
- eight weeks at full pay, 16 or 18 weeks at half pay, followed by SMP
- six weeks at full pay, 12 weeks at half pay, followed by SMP
- 18 weeks at full pay, followed by SMP

IDS comparator data shows that enhanced maternity pay provisions in the private sector generally provide for any combination of 12 to 18 weeks on full pay, followed by eight to 14 weeks on half pay, then eight to 21 weeks on SMP to make up a total period of 39 weeks. In the public sector (two organisations) the provisions are for 26 weeks on full pay, followed by 13 weeks SMP in one case and eight weeks on full pay, then 18 weeks at half pay, followed by 13 weeks at SMP in the other. When comparing this with the Third Work-Life Balance Employer Survey, the BERR results show that only 15 per cent of all survey participants provide maternity pay provisions above the statutory minimum. Larger workplaces, defined as more than 100 employees, are more likely to provide pay provisions, with 33 per cent providing maternity pay above the statutory minimum.

Additional maternity benefits

Seven respondents have additional maternity benefits above the statutory entitlement. Details of these additional benefits can be seen in table 4.3.

Table 4.3: Details of other maternity provisions

‘For all staff with one year’s service at the qualifying week, weeks 7-18 are paid at half pay subject to them returning to their post for 13 weeks’.

‘Pregnant employees who are not entitled to SMP may qualify for maternity allowance (MA) in which case they will still receive the equivalent of 18 weeks’ leave on full pay. This will be made up by a combination of OMP and MA. Pregnant employees who are not eligible to receive SMP may be eligible to receive 39 weeks’ MA’.

‘The university offers one term of sabbatical leave without teaching commitments for research active academics returning from maternity or adoption leave’.

‘On resuming paid employment at the university, additional payments will be made equal to 10 weeks pay based on the number of hours worked prior to the maternity leave. The payments will be spread over the first 10 months of return to work in the form of an additional payment each month, and will commence from the beginning of the first complete calendar month in which the employee returns to paid employment. To qualify, an employee must have been continuously employed by the university for a minimum of 18 months prior to expected week of confinement’.

‘Occupational maternity leave: employee must complete one year’s service at 15th week before EWC; first four weeks full pay including SMP, next two weeks 90% average contractual weekly salary plus SMP. Following 12 weeks paid at half average weekly earnings plus SMP’.

‘Childcare vouchers and breastfeeding room - no eligibility requirements’.

‘The university has a Parental Leave Policy which could be used to take additional unpaid leave’.

Source: UCEA Conditions of Employment in Higher Education Survey 2008

Paternalty leave and pay arrangements

Three-quarters of respondents offer paternalty provisions above the minimum statutory entitlement of two weeks at Statutory Paternalty Pay (SPP), as is illustrated by table 4.4. The most common level of paternalty pay is two weeks at full pay (46 per cent of the 79 respondents that provided details); the next most common is one week’s full pay and one week at SPP. Three institutions offer arrangements in excess of two weeks at full pay. The maximum provision of three weeks of leave at full pay is paid at one institution.

IDS comparator data shows that the most common paternalty leave provisions for organisations in both the private and public sectors is for two weeks of leave at full pay. The BERR Work-Life Balance Employer Survey shows that 18 per cent of all respondents offered paternalty leave above statutory, with 14 per cent offering one week or less, 57 per cent offering between one and three weeks, and 29 per cent offering over three weeks of extra leave. Furthermore, one in five employers in the BERR survey pays above SPP, while three-fifths pay SPP and one in five is not aware of the precise arrangement.

Table 4.4:
Do you offer paternalty leave or pay provisions above the statutory entitlement?

	Number	Per cent
No	25	23.1
Yes	83	76.9
Total	108	100.0

Parental leave

The vast majority of respondents (89 per cent) offer parental leave provisions in line with the statutory entitlement of 13 weeks per child (18 weeks for disabled children) up to the child’s fifth birthday. One institution offers staff an extended period in which to take parental leave up to the child’s 18th birthday.

Adoption leave

The majority of respondents offer the same maternity/paternity provisions to employees that adopt. Those institutions that do not instead often offer lower provisions to staff that adopt, e.g. only offer SMP, rather than extend the enhanced company maternity provision.

Table 4.5:
Do benefits in relation to adoption rights mirror maternity and paternity provisions?

	Number	Per cent
No	15	13.9
Yes	93	86.1
Total	108	100.0

5. Sick leave provisions

General findings

The survey shows that half of respondents have a sick pay scheme⁴ covering all employees, and half of them have separate schemes covering different groups of employees (see table 5.1). This is slightly more often the case in pre-92 than in post-92 institutions. Seventy respondents have sick leave provisions covering all staff, but this does not necessarily apply to each year of service. Furthermore, 39 institutions have entirely separate arrangements for academic and support staff.

Table 5.1: Are all employees covered by the same sick pay scheme?

	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
No	22	45.8	22	53.7	9	47.4	53	49.1
Yes	26	54.2	19	46.3	10	52.6	55	50.9
Total	48	100.0	41	100.0	19	100.0	108	100.0

Both the academic and support employee groups both have a staged system in place, which relates sick pay to length of service. However, for the support staff in the non-harmonised category it usually takes longer than for academic staff to reach the maximum sick pay allowance, and longer service is also required to be eligible for sick pay.

Sick pay normally constitutes basic pay, including shift and other allowances, including contractual overtime or London allowances, where applicable. This includes Statutory Sick Pay (SSP). Sick pay cannot exceed full pay.

⁴An employee is eligible for Statutory Sick Pay (SSP) when having worked for an employer under a contract of service. An employee is eligible for SSP from the first day of service. To receive SSP, the employee must be 1) sick for at least 4 or more days in a row (including weekends and bank holidays). This is known as a Period of Incapacity for Work. 2) Earn, before tax and National Insurance an average of £90.00 a week. This is called the Lower Earnings Limit for National Insurance Contributions (NIC). The amount the employee needs to earn is lower than the amount when the employee has to start paying NIC's or would start paying if he or she were treated as an employed earner. The earnings are averaged, over an 8 week period before the sickness began. This period may vary slightly depending on whether the employee is paid weekly, monthly, or at other intervals. If the employee has just started in the job, the calculation may be different. For more information go to:
http://www.dwp.gov.uk/lifeevent/benefits/statutory_sick_pay.asp#what

Harmonised provisions

Half of the period of sick leave is usually paid at full pay (including SSP) and the rest is paid at half pay (including SSP). Sick pay typically increases with each year of service, and the maximum duration and rate of sick pay is usually reached after four, five or six years of service. In some institutions, sick pay increases with each two years of service, ie there is a rate for the first year, a rate for the second and third years, and a rate for the fourth and fifth years of service. The maximum rate applies after six or more years of service (table 5.2).

One institution that has harmonised sick leave provides two months of sick pay in the first year of service, six months of sick pay for the second and third years of service, and 12 months of sick pay after three years of service. Another institution does not require any service qualification and provides six months' full pay from the point of commencing the job.

Table 5.2:
Typical sick leave provisions at institutions with harmonised sick leave

Length of service	Duration of sick pay	Rate of sick pay
Up to 3 months or 4 months	1 month	2 weeks full pay, 2 weeks half pay or 1 month full pay
	2 month	1 month full pay, 1 month half pay
During the 1 st year	3 months 4 months	1 month full pay, 2 months half pay 2 months full pay, 2 months half pay
Year 2	3 months 4 months	1 month full pay, 2 months half pay 2 months full pay, 2 months half pay
Year 3	6 months	3 months full pay, 3 months half pay
	8 months	4 months full pay, 4 months half pay
	10 months	5 months full pay, 5 months half pay
Year 4	6 months	3 months full pay, 3 months half pay
	8 months	4 months full pay, 4 months half pay
	10 month	5 months full pay, 5 months half pay
	12 months	6 months full pay, 6 months half pay
Year 5	10 months	5 months full pay, 5 months half pay
	12 months	6 months full pay, 6 months half pay
Year 6	12 months	6 months full pay, 6 months half pay

Non-harmonised institutions – academic staff

Largely, the same sick leave provisions as described above for harmonised institutions apply to non-harmonised institutions, as shown in table 5.3. The main difference from harmonised institutions is that academic staff in non-harmonised organisations are typically eligible for sick pay at an earlier stage than support staff, and the maximum provision is reached after a shorter service period.

There are a few cases in which the first year is divided in two, with a different arrangement for the first three or four months (ie one or two months of sick pay) than for the remainder of the year (ie three or four months of sick pay).

One institution mentions a sick pay provision of six months' full pay without a service-related eligibility requirement.

One institution has different arrangements for individuals with a contract for less than one year and for individuals on a contract for more than a year. The latter group is immediately eligible for 12 months of sick pay (six months at full pay, six months at half pay) while those on a short-term contract are eligible for 20 days of sick pay in the first three months of service and 80 days of sick pay during the following nine months.

Table 5.3:
Typical sick leave provisions at institutions without harmonised sick leave – academic staff

Length of service	Duration of sick pay	Rate of sick pay
No service requirements	6 month 12 months	3 months full pay, 3 months half pay 6 months full pay, 6 months half pay
Year 1	3 months 4 months	1 month full pay, 2 month half pay 2 month full pay, 2 months half pay
Year 2	3 months 4 months 6 months 8 months	1 months full pay, 2 months half pay 2 months full pay, 2 months half pay 3 months full pay, 3 months half pay 4 months full pay, 4 months half pay
Year 3	6 months 8 months 10 months 12 months	3 months full pay, 3 months half pay 4 months full pay, 4 months half pay 5 months full pay, 5 months half pay 6 months full pay, 6 months half pay
Year 4	10 months 12 months	5 months full pay, 5 months half pay 6 months full pay, 6 months half pay
Year 5	12 months	6 months full pay, 6 months half pay

Non-harmonised institutions – support staff

The overall trend for support staff in organisations where sick leave is not harmonised shows that staff take slightly longer to reach the maximum rate of sick pay than in institutions with harmonised provisions. Furthermore, the duration of sick pay for support staff at non-harmonised institutions is shorter than for both support staff at harmonised organisations and academic staff at non-harmonised institutions.

The most common provision is for sick pay to increase on a year-by-year basis, although at some institutions the increases occur in two-year periods, ie a sick pay rate that applies for between two and three years of service and an increased sick pay rate for three to five years of service, with the maximum reached after five years. Similar agreements apply to service periods between two and four years and four to six years of service, with the maximum reached after six years (table 5.4).

One institution has different arrangements for individuals with a contract for less than one year and for individuals on a contract of more than one year. The latter group is immediately eligible for six months at full pay while those on a short-term contract will have three months at full pay.

One institution does not use length of service as an eligibility requirement, but provides one month's full pay and one month at half pay to support staff.

One institution applies a sick pay rate of one month's full pay during the probation period of two years.

Table 5.4:
Typical sick leave provisions at institutions without harmonised sick leave – support staff

Length of service	Duration of sick pay	Rate of sick pay
Up to 3 months	1 month	2 weeks full pay, 2 weeks half pay or 1 month full pay
During the 1 st year	2 months 3 months 4 months	1 month full pay, 1 month half pay 1 month full pay, 2 months half pay 2 months full pay, 2 months half pay
Year 2	4 months 6 months	2 months full pay, 2 months half pay 3 months full pay, 3 months half pay
Year 3	6 months 8 months	3 months full pay, 3 months half pay 4 months full pay, 4 months half pay
Year 4	6 months 8 months 10 months	3 months full pay, 3 months half pay 4 months full pay, 4 months half pay 5 months full pay, 5 months half pay
Year 5	8 months 10 months 12 months	4 months full pay, 4 months half pay 5 months full pay, 5 months half pay 6 months full pay, 6 months half pay
Year 6	12 months	6 months full pay, 6 months half pay

Comparison with IDS HR Studies

Compared to the 2007 IDS HR Studies database⁵, the research for UCEA shows that the employees covered by the UCEA survey have sick leave provisions that are comparable to public and not-for-profit sector terms. HEI employees generally receive a more generous sick pay provision than private sector employees.

⁵ The organisations chosen to feature in this Study were selected on the basis that they go beyond the statutory minimum with regard to their sick pay arrangements. The sample is not intended to be representative of UK organisations in general.

Private sector

HR Studies data from the private sector on sick leave provisions consists of 25 companies. Only two companies have no service-related restrictions on the level of sick pay paid – all of the remainder have sick pay bands that increase incrementally according to length of service.

The most common service-related bands used by the featured companies are:

- Up to 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 5 years
- More than 5 years

Three companies reserve their highest level of sick pay for staff with more than five years of service: one asks for ten years of service; one asks for 20 years of service; and one asks for 25 years of service. Using the most common service-related bands as a guide, table 5.5 illustrates the most common payments, together with the highest and lowest levels of sick pay, for each band.

Table 5.5: Private sector sick leave provisions

Service	Lowest	Median	Mean	Highest
Up to 6 months	1 day for each month worked	4 weeks at full pay (FP)	4.9 weeks at FP	12 weeks at FP
6 months to 1 year	1 week at FP	6 weeks at FP	6.5 weeks at FP	14 weeks at FP
1 to 2 years	2 weeks at FP	8 weeks at FP	9.4 weeks at FP	16 weeks at FP
2 to 5 years	6 weeks at FP	16 weeks at FP	14.8 weeks at FP	26 weeks at FP
More than 5 years	16 weeks at FP	33.5 weeks at FP	35.1 weeks at FP	52 weeks at FP

Source: HR Studies Hours and Leave Database 2007

Public and not-for-profit sectors

IDS HR Studies holds data on sick leave provisions for two public sector organisations and two not-for-profit organisations effective at 2007. Sick pay arrangements in both sectors are broadly comparable to the survey respondents' provisions.

One public sector organisation in the HR Studies database has no service-related requirements. All staff are eligible to receive six months at full pay in any 12-month rolling period, plus six months at half pay subject to a maximum of 12 months of sick leave in any four-year period. The second public sector organisation offers one month of full pay and two months of half pay to staff with up to one year of service, increasing incrementally to a maximum of six months at full pay and six months at half pay to staff with at least five years of service.

At one not-for-profit organisation, sick pay entitlement increases incrementally from a minimum of one week of full pay and one week of half pay for staff with less than three months of service, to 18 weeks at full pay and 18 weeks at half pay to those with at least five years of service.

The other not-for-profit organisation entitles staff within their probation period to two weeks of sick pay, increasing to four weeks during their first year of employment. For up to five years of service, employees receive three months at full pay. This arrangement increases incrementally, with employees that have 20+ years of service being entitled to three months at full pay plus an additional eight months at full pay and two months at half pay at the organisation's discretion.

Comparison with CIPD and DTI research reports

For additional comparator data to supplement the IDS HR Studies figures, we have also looked at the CIPD Absence Management Annual Survey Report 2007 and the DTI 'Survey of employers' policies, practices and preferences relating to age' that was published in 2006.

The CIPD survey covers 819 organisations, with 20 per cent of responses from the public sector, 31 per cent from the manufacturing and production sector, 40 per cent from the private services sector and eight per cent of responses coming from the not-for-profit sector.

The survey shows that 90 per cent of survey participants provide above-statutory sick pay, with the smallest employers (1-50 employees) being the least likely to provide more than SSP. The proportion of employers offering above-statutory sick

pay climbs with the size of the organisation. However, for employers with over 10,000 employees, the number of organisations providing above-statutory arrangements is lower than the sample mean. The results also show that, among the organisations paying above-statutory sick pay, 84 per cent pay it to all employees. Not-for-profit organisations are most likely to provide an above-statutory arrangement, with 93 per cent of organisations in this sector doing so. Organisations with 5,001 to 10,000 employees are most likely to provide above-statutory sick pay to all employees (tables 5.6-5.9).

Table 5.6: Proportion of organisations providing above-statutory sick pay to at least some employees, by sector (%)

	Manuf. and prod.	Private services	Not-for profit	Public services	Total
Yes	91	88	88	97	91
No	9	10	10	3	8
Don't know	0	1	2	0	1

Table 5.7: Proportion of organisations providing above-statutory sick pay to at least some employees, by size of organisation (%)

	1-50	51-250	251-500	501-1,000	1,001-5,000	5,001-10,000	10,001 or more
Yes	83	88	94	98	95	100	85
No	13	12	6	1	5	0	15
Don't know	3	0	0	1	0	0	0

Table 5.8: Proportion of organisations providing above-statutory sick pay to all employees, by sector (%)

	Manuf. and prod.	Private services	Not-for profit	Public services	Total
Yes	77	83	93	92	84
No	23	16	7	7	16

Table 5.9: Proportion of organisations providing above-statutory sick pay to all employees, by size of organisation (%)

	1-50	51-250	251-500	501-1,000	1,001-5,000	5,001-10,000	10,001 or more
Yes	78	84	78	89	87	93	88
No	20	16	23	10	13	7	12
Don't know	3	0	0	1	0	0	0

Source tables 5.6-5.9: CIPD Absence Management Survey 2007

In organisations where above-statutory sick pay is restricted to certain kinds of employees, senior and middle management qualify most often, especially in the manufacturing and production sector, and the private sector in general. Furthermore, professional and administrative staff receive above-statutory sick pay in half of all organisations. See table 5.10.

Table 5.10: Categories of employees that qualify for above-statutory sick pay in organisations that restrict SSP to certain group of workers (%)

	Manuf. and prod.	Private services	Not-for profit	Public services	Total
Senior managers	83	73	-*	43	76
Middle managers	78	63	-	43	71
Line managers	54	23	-	43	42
Professional staff	66	30	-	43	51
Technical	54	20	-	43	41
Admin	63	23	-	43	47
Other staff	15	40	-	71	30

Source: CIPD Absence Management Survey 2007

* There were no responses from this sector for this question

Just over half of respondents (51 per cent) apply a qualifying period of service before employees are eligible for their institution’s sick pay scheme. This breaks down as 58 per cent of private sector employers, 46 per cent of not-for-profit organisations, and 27 per cent of public service organisations. The mean qualifying period is 26 weeks (see table 5.11), with the longest qualifying period of 30 weeks imposed by the manufacturing and production sector, and the shortest (17 weeks) by the public sector.

Table 5.11: Average qualifying period of service before which SSP becomes payable (%)

	Manuf. and prod.	Private services	Not-for profit	Public services	Total
Number of weeks (average)	30	26	21	17	26

Source: CIPD Absence Management Survey 2007

With regard to the sick pay rate, almost 90 per cent of respondents provide sick pay at the full salary level. Among those organisations that do not provide sick pay at the rate of the normal salary, just over half pay sick pay dependent on length of service, with a further fifth of employers linking sick pay to the category of employee.

The mean duration of sick pay at the full rate across all sectors is 15 weeks. Public sector respondents pay a mean of 18.8 weeks of sick pay, followed by the manufacturing and production sector at a mean of 16.2 weeks, not-for-profit at 14.4 weeks and the private sector at 11.5 weeks. The mean number of weeks that sick pay is paid at a reduced rate is 16.4 overall. Broken down by sector, this is 19.8 weeks for the public sector, 15.7 weeks for not-for-profit organisations, 14.4 weeks in the private sector and 13.1 weeks in the manufacturing and production sector.

Lastly, we provide comparative data from the DTI research report 'Survey of employers' policies, practices and preferences relating to age' (2006). This survey of 2,087 employment establishments finds that 69 per cent of establishments have sick pay arrangements in place that go beyond SSP. Moreover, 70 per cent of employees are in workplaces where all employees are entitled to sick pay higher than SSP. Another 13 per cent of employees are in workplaces where at least some employees are entitled to sick pay in excess of SSP.

Of those that have sick pay above statutory requirements, almost half (46 per cent) apply a minimum length of service requirement for eligibility, while a further 51 per cent of organisations do not operate such a requirement. Of workplaces that apply a minimum service period, the most common length of service prerequisite is six months or less (two-thirds of establishments), followed by a requirement of between seven and 12 months of service (one-fifth of establishments).

Both surveys show that the higher education sector compares favourably with other workplaces in terms of sick pay duration, rates and eligibility requirements. We are unable to draw more detailed conclusions with regard to sick pay duration

however, since the CIPD and DTI reports do not provide a detailed breakdown of the increase in sick pay duration with length of service.

The IDS survey also asked HEIs about their Permanent Health Insurance (PHI) provisions (which provides for staff on long-term sickness leave). Out of 108 respondents, seven organisations provide PHI to their employees, 95 do not, and six institutions did not answer the question.

6. Pensions

The Universities Superannuation Scheme, the Local Government Pension Scheme, the Teachers' Pension Scheme, the NHS Pension Scheme and the Universities' own local schemes are the most common pension schemes found in the HE sector (see table 6.1). The majority of institutions operate more than one pension scheme. Other schemes include the Scottish Local Government Scheme, the Local Government Scheme for Northern Ireland and the Northern Ireland Teachers' Pension Scheme.

Most schemes are exclusively for either academic or support staff as shown in table 6.2.

Table 6.1: Pension schemes offered by UCEA survey respondents

Pension scheme	Pre-92		Post-92		College		All	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent
Universities Superannuation Scheme (USS)	47	43.5	28	25.9	5	4.6	81	75.0
Local Government Pension Scheme (LGPS)	16	14.8	39	36.1	8	7.4	63	58.3
Scottish Local Government Scheme (SLGS)	2	1.9	1	0.9	2	1.9	5	4.6
Local Government Scheme for Northern Ireland (LGSNI)	0	0.0	0	0.0	2	1.9	2	1.9
Teachers' Pension Scheme (TPS)	7	6.5	37	34.3	11	10.2	55	50.9
Scottish Teachers' Superannuation Scheme (STSS)	5	4.6	4	3.7	2	1.9	11	10.2
Northern Ireland Teachers' Pension Scheme (NITPS)	0	0.0	0	0.0	2	1.9	2	1.9
NHS Pension Scheme	14	13.0	3	2.8	0	0.0	17	15.7
Superannuation Scheme University of London (SAUL)	9	8.3	0	0.0	1	0.9	10	9.3
University's own scheme	28	25.9	0	0.0	1	0.9	29	26.9
Other	8	7.4	2	1.9	4	3.7	14	13.0

Table 6.2: Overview of pension schemes and membership groups

Pension scheme	Staff groups that are members of the scheme
USS	Mainly academic, administrative (related) and research staff in pre-92 HEIs, and in some post-92 HEIs existing members (ie they were allowed to remain within the scheme when they joined a post-92 university). In a few cases, also all staff.
LGPS	Support staff in post-92 HEIs including clerical, administrative, professional and manual staff.
SLGS	Support staff in post-92 HEIs in Scotland, staff in pre-92 HEIs on protected conditions following a TUPE transfer (legacy of a merger). One pre-92 HEI mentioned that this scheme is now closed to new entrants.
LGSNI	Support staff in post-92 HEIs in Northern Ireland.
TPS	Academic staff in post-92 HEIs and colleges and in a few pre-92 HEIs as a legacy of a merger.
STSS	Academic staff in post-92 HEIs in Scotland and colleges. In some Scottish pre-92 HEIs the scheme is only open to staff on protected conditions following a TUPE transfer, and one mentioned that the scheme is the legacy of a merger and closed to new staff.
NITPS	Academics in post-92 HEIs and colleges in Northern Ireland.
NHS Pension Scheme	Staff in medical and dental schools, medical staff, and clinical staff. Some institutions mentioned it is only open to individuals already in the scheme (existing members).
SAUL	Clerical, technical, junior administrative, manual and research assistants in pre-92 HEIs in London.
Universities' own schemes	Support staff in a few pre-92 HEIs.
Other	Support staff in pre-92 HEIs, group personal pension schemes and stakeholder schemes are mentioned. One university mentioned their contributory retirement savings plan, to which the university makes a contribution which is equivalent to 2x the contribution made by the employee, up to a maximum of 10 per cent of the reference salary. Another institution mentioned the Standard Life stakeholder scheme for fixed-term support employees.

Employer Contribution Rates

The current employer contribution rates for the main pension schemes are: USS 14%, TPS 14.1%, STSS 13.5%, NITPS 14%, NHSPS 14% and SAUL 13%. For local pension schemes and LGPS see tables 6.3 and 6.4 below.

Table 6.3 shows that the median employer contribution rate for a local pension scheme (e.g. university's own scheme) is 15.5 per cent and the mean is 14.7 per cent. The employee contribution rate has a median of 6.3 per cent and an average of 6.5 per cent.

The median employer contribution rate to a Local Government Pension Scheme is 14.3 per cent and the mean is 14.6 per cent (see table 6.4).

Table 6.3: Local pension scheme contribution rates

Local pension scheme (e.g. the universities's own schemes)	Employer contribution rate (%)	Employee contribution rate (%)
Minimum	2.0	2.0
Lower quartile	14.0	6.0
Mean	14.7	6.5
Median	15.5	6.3
Upper quartile	18.9	6.4
Maximum	25.4	16.1

Table 6.4: Local government pension scheme contribution rates

Local Government Pension Scheme	Employer contribution rate (%)
Minimum	6.0
Lower quartile	12.9
Mean	14.6
Median	14.3
Upper quartile	17.0
Maximum	26.0

Comparison with the IDS Pension Scheme Benchmark Service

Research on defined benefit (DB) schemes conducted by the IDS Pension Scheme Benchmark Service shows that the majority of private sector final salary schemes still open to new members have a membership of between 12 and 99 members. DB schemes in the private sector that are now closed to new members typically have a membership of between 100 and 999 employees. The majority of DB schemes in the private sector are now closed to new members (see table 6.5).

Table 6.5: Private sector occupational DB schemes with at least 12 members

Number of members	Open	Closed
10,000+	60	50
5,000-9,999	30	60
1,000-4,999	300	420
100-999	740	1,680
12-99	1,610	1,080
Total	2,740	3,290

Source: IDS Pension Scheme Benchmarks 2008.

Adapted from table 2.9 Occupational Pension Scheme Survey 2006.

Note that this table excludes schemes that are frozen or in the course of winding up.

Based on information from 37 public and private sector organisations operating a defined benefit scheme (see appendix 1 for a list of participants), the IDS Pension Scheme Benchmark Report found that the mean employee contribution rate is 5.5 per cent, with the median at 5.3 per cent. Five organisations state that they do not have any employee contribution rate, and one organisation responded that the employee contribution rate amounts to 40 per cent of 'the cost of the section'. The median contribution rate for employers stands at 15 per cent, and the mean at 17 per cent. Furthermore, nine organisations respond that they have a 'balance of cost' approach. This means that the employer's contribution is the balance of the cost of providing the benefit (tables 6.6 and 6.7).

Table 6.6: Pension contribution rates – employees

Lower quartile	4.5 %
Average	5.5 %
Median	5.3 %
Upper quartile	6 %
No contribution	5 organisations
40 per cent of the cost of the section	1 organisation

Source: IDS Pension Scheme Benchmarks 2008

Table 6.7: Pension contribution rates – employers

Lower quartile	12.3 %
Average	17.1 %
Median	15.3 %
Upper quartile	22.3 %
No contribution	2 organisations
Balance of cost approach	9 organisations
60 per cent of the cost of the section	1 organisation

Source: IDS Pension Scheme Benchmarks 2008

Taking a closer look at the pension accrual rates in private sector DB schemes, the IDS Pension Report finds that, out of 45 organisations, 20 organisations have an accrual rate of 1/60th. Eight schemes operate a tiered or flexible scheme and a further four organisations have an accrual rate of 1/80th with a 3/80th lump sum (see table 6.8).

The Occupational Pension Schemes Survey (OPSS, published in 2006) also found that an accrual rate of 1/60th is the most common. The OPSS figures show that, among 3.3 million active members of private sector schemes, 2.2 million (or 60 per cent) were in schemes (or sections of a scheme) where the accrual rate was 1/60th.

Accrual rates for the majority of schemes in HE are 1/80th (plus a 3/80th lump sum) or 1/60th. Some schemes have only recently moved to an accrual rate of 1/60th for new members or in the case of the LGPS, for all of their members (see table 6.9).

Table 6.8: Pension accrual rates and number of schemes for 45 public and private organisations

Accrual rate applying to current service	Number of schemes
1/54 th	2
1/55 th	1
1/60 th then 2/60 after 20 years	2
1/60 th	20
1/50 th	1
1/67 th	1
1/70 th and a 4/70 lump sum	1
1/80 th and a 3/80 lump sum	4
1/80 th	1
1/100 th	1
Variable (depends on mortality rates)	3
Tiered/flexible	8
All	45

Source: IDS Pension Scheme Benchmarks, 2008.

Schemes or sections may be open, closed to new entrants or closed to further accrual.

Table 6.9: Pension accrual rates for Higher Education pension schemes

Pension scheme	Accrual rate	Comments
USS	1/80 th plus 3/80 th lump sum	
TPS	1/80 th plus 3/80 th lump sum	Accrual rate is 1/60 th for new members from 1 January 2007.
Scottish TPS	1/80 th plus 3/80 th lump sum	Accrual rate is 1/60 th for new members from 1 April 2007.
LGPS	1/60 th	All members changed to 1/60 th rate from 1 April 2008; previous rate was 1/80 th .
SAUL (London Pre-1992)	1/80 th plus 3/80 th lump sum	
NHS	1/80 th plus 3/80 th lump sum	Employees joining the pensionscheme from 1 April 2008 join the New NHS Pension Scheme with an accrual rate of 1/60 th .

7. Harmonisation

One-third of organisations (36 institutions) still follow some of the higher education national agreements with regard to conditions of service (see table 7.1). This ranges from one in ten colleges to over half of the HEIs in post-92 institutions. Over the last three years, 80 per cent of respondents, or 86 out of 108 institutions, have harmonised some of the terms and conditions addressed in this survey. This is most likely to be found in pre-92 HEIs (90 per cent). Almost half of the institutions (48 per cent or 52 institutions) report plans for harmonisation or further harmonisation over the next three years. This is least likely to happen in the colleges, where 37 per cent have plans for further harmonisation. This may be due to the fact that they are also the type of HEI least likely to still have old agreements in place.

Overall, many HEIs are currently in the process of negotiating further harmonisation of terms and conditions. Several institutions furthermore mention that the 1992 academic contractual agreements are still in place.

Table 7.1: Harmonisation of terms and conditions of service in HEIs

			Old HE national agreements still in place?	Harmonised any of the above Ts and Cs in the last three years?	Plans for (further) harmonisation over the next three years?
Pre-92	Yes	Number	13	43	24
		Per cent	27.1	89.6	50.0
	No	Number	35	5	24
		Per cent	72.9	10.4	50.0
Post-92	Yes	Number	21	30	20
		Per cent	51.2	73.2	48.8
	No	Number	20	11	21
		Per cent	48.8	26.8	51.2
College	Yes	Number	2	14	7
		Per cent	10.5	73.7	36.8
	No	Number	17	5	12
		Per cent	89.5	26.3	63.2
All organisations	Yes	Number	36	86	52
		Per cent	33.3	79.6	48.1
	No	Number	72	22	56
		Per cent	66.7	20.4	51.9

Table 7.2:
**Overview of plans for further harmonisation
of terms and conditions in HEI s**

Annual leave
Fixed closure dates
Grievance and discipline procedures
Harmonisation of terms and conditions by grade rather than by staff group
Increment increase dates
London Weighting Allowance
Maternity leave
Notice periods and probationary periods
Overtime
Paid allowances
Pay-related terms and conditions
Redundancy
Sick pay provisions
Starting salary grades
Terms and conditions for hourly-paid staff
Unsocial hours payments

Appendix 1

Survey participants

1	Courtauld Institute of Art
2	Arts Institute at Bournemouth
3	University of York
4	University of Huddersfield
5	Oxford Brookes University
6	St. Mary's University College
7	University of Surrey
8	Kingston University
9	University of Bristol
10	University of Central Lancashire
11	Rose Bruford College
12	Brunel University
13	London School of Economics and Political Science
14	University of Salford
15	Queen Mary University of London
16	Ravensbourne College of Design and Communication
17	The University of Northampton
18	University of Hull
19	York St. John University
20	University of Exeter
21	University of Sunderland
22	University of Lincoln
23	University of Leeds
24	University of Essex
25	London Contemporary Dance School

Conditions of employment in higher education – **IDS**

26	University of Wales, Lampeter
27	Royal College of Music
28	University of Birmingham
29	St. George's, University of London
30	University College Plymouth St. Mark & St. John
31	University of Aberdeen
32	Liverpool John Moores University
33	University of Bolton
34	Durham University
35	Edinburgh College of Art
36	Royal College of Art
37	University of Southampton
38	University of Wales
39	University of Glasgow
40	Staffordshire University
41	Sheffield Hallam University
42	Bangor University
43	University of Edinburgh
44	University of St. Andrews
45	Coventry University
46	University of the West of Scotland
47	Bournemouth University
48	University College London
49	Leeds Metropolitan University
50	University of Westminster
51	University of Hertfordshire
52	Bath Spa University

Conditions of employment in higher education – **IDS**

53	London School of Hygiene and Tropical Medicine
54	Institute of Education
55	Birkbeck College
56	The Open University
57	Heriot-Watt University
58	Queen's University Belfast
59	Aston University
60	University of Portsmouth
61	University of Stirling
62	University College for the Creative Arts
63	University of Nottingham
64	Trinity Laban
65	University of Bedfordshire
66	University of Abertay Dundee
67	Lancaster University
68	Nottingham Trent University
69	University of Bradford
70	Swansea University
71	University of Strathclyde
72	University of Cumbria
73	University Campus Suffolk
74	University of Wolverhampton
75	The Glasgow School of Art
76	The University of Manchester
77	University of Leicester
78	Northumbria University
79	Newcastle University

Conditions of employment in higher education – **IDS**

80	Manchester Metropolitan University
81	University of Reading
82	University of Teesside
83	University of Chester
84	University of the Arts London
85	King's College London
86	Leeds Trinity & All Saints
87	University of Oxford
88	The University of Winchester
89	De Montfort University
90	University of Gloucestershire
91	University of Liverpool
92	University of Brighton
93	Royal Academy of Music
94	University of Warwick
95	London Metropolitan University
96	Northern College
97	The Liverpool Institute for Performing Arts
98	University of East Anglia
99	London Business School
100	Anglia Ruskin University
101	City University
102	Stranmillis University College
103	Goldsmiths College
104	University of East London
105	The Central School of Speech and Drama
106	Royal Agricultural College

Conditions of employment in higher education – **IDS**

107	Glasgow Caledonian University
108	Liverpool Hope University
109	Roehampton University (not included in the calculations)

Appendix 2

**Pension contribution rates:
Participants in the IDS Pension Benchmark Report 2008.**

1	Alpha Airports Group
2	BMW Group
3	BOC Group
4	BP
5	British Airways
6	Cable & Wireless
7	Capita Group plc
8	De La Rue
9	Fire and Rescue Service
10	Forbo
11	G4S plc
12	HBOS
13	HSBC Bank
14	Imperial Tobacco
15	InterContinental Hotel Group
16	Invensys
17	John Lewis
18	John Menzies
19	Legal & General
20	Lloyds TSB
21	Local Government
22	Molins
23	National Grid plc
24	Nationwide
25	Nortel
26	Northern Foods
27	P&O Steam Navigation Company
28	Police
29	Railways
30	Reckitt Benckiser
31	Scottish & Southern Energy
32	Shell
33	Smiths Group
34	Teachers
35	Trades Union Congress (TUC)
36	Universities (USS)
37	Vauxhall Motors

Appendix 3

Pension accrual rates – Participants in the IDS Pension Benchmark Report 2008.

1	Alpha Airports Group
2	Associated British Ports
3	AstraZeneca
4	BMW Group
5	BOC Group
6	BP
7	British Airways
8	Cable & Wireless
9	Capita Group plc
10	COLT Telecom Group
11	De La Rue
12	Fire and Rescue Service
13	Forbo
14	G4S plc
15	HBOS
16	HSBC Bank
17	Imperial Tobacco
18	InterContinental Hotel Group
19	Invensys
20	John Lewis
21	John Menzies
22	Legal & General
23	Lloyds TSB
24	Local Government
25	Molins
26	National Grid plc
27	Nationwide
28	Nortel
29	Northern Foods
30	P&O Steam Navigation Company
31	Police
32	Railways
33	Reckitt Benckiser
34	Scottish & Southern Energy
35	Shell
36	Smiths Group
37	Teachers
38	Trades Union Congress (TUC)
39	Universities (USS)
40	Vauxhall Motors

Note that some organisations operate more than one final salary scheme.

Notes
