Dear [Your HR Advisor]

I disagree with the imposed variation of contract that means that I will now only be entitled to 27 days annual leave and four concessionary days. My academic contract (pre-pay and modernisation) has no fixed leave entitlement:

*“For Academic staff of the College, with the exception of Academic staff at K.C.S.M.D., no specified periods of holiday on full pay are laid down. Annual leave on full pay will be taken by agreement with the Head of Department/Division taking into account local Departmental working arrangements.”* (Contract clause 10.1)

This contract also states that I am entitled to 6 concessionary days:

*Public and Concessional Holidays*

 *10.11 The College Non-Clinical Departments will in most cases be closed Christmas, Boxing and New Year's Day, Good Friday and Easter Monday, Early and Late Spring and Late Summer Bank Holiday. In addition members of staff will be entitled to receive six concessional days, two of which will normally be taken during the Easter closure, the remainder of which to normally span the period of the Christmas closure. In years when it is agreed that the closure of the College at Easter is confined to the Statutory Bank Holidays, the concessional days outstanding from the previous Christmas will be added to the basic annual leave entitlement and taken in accordance with the above paragraphs.*

 *10.12 For members of staff based at K.C.S.M.D. there is no Easter closure and therefore the concessional days outstanding from the previous Christmas closure will be added to basic leave entitlement. Should staff in clinical Departments which remain open during the above closure days be expected to work, these days may be taken in lieu elsewhere during that current annual leave year.*

What is being proposed is a material breach of my existing contract. I wish to be treated no differently to academic staff employed on the same pre-pay and modernisation academic contract in other parts of the College.

Yours sincerely