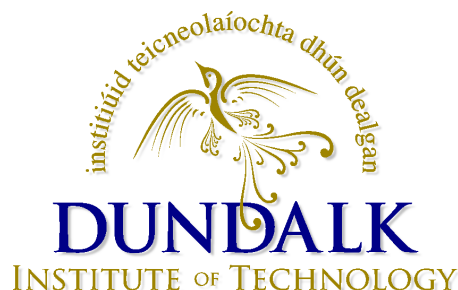


# **Annual Leave Policy for Non-Academic Staff (25<sup>th</sup> July 2014)**



## **1. INTRODUCTION**

Annual Leave is a statutory entitlement which enables employees to take paid time off, in accordance with the provisions of the *Organisation of Working Time Act 1997* (“the 1997 Act”), with the prior agreement of their “Manager”.

For the purpose of this Annual Leave Policy “**Manager**” means the academic Head of a School/Department or a Function/Centre Manager and shall include a person acting in the capacity of Head. For the purpose of this policy, Manager shall also include a line manager with express authority delegated by the Manager to carry out the Manager’s duties under this policy e.g. Admin Grades 5, 6 and 7, Senior Technical Officers, etc.

The 1997 Act provides for an entitlement for all employees to annual leave and public holidays. All staff must have their annual leave recommended and/or approved by their Manager. This policy sets out the annual leave arrangements for non-academic staff of the Institute.

## **2. ENTITLEMENT**

The Institute annual leave year runs for 12 months from 1 January to 31 December for all non-academic staff. Staff members who work pro-rata or part-time or for a proportion of the leave year will have pro rata entitlements to annual leave.

Annual leave entitlements for all non-academic staff are referred to in their Contracts of Employment and/or the particulars of the post/ relevant statutory provision. Annual leave entitlements can also be amended in accordance with any direction as issued by the Minister for Education and Skills.

For annual leave entitlements for staff employed since 07<sup>th</sup> January 2014 please refer Paragraph 7 below.

Annual Leave should be taken within the leave year in which it is earned (subject to Paragraph 4 below). It is important that this is monitored by the relevant Manager so as to avoid situations where an employee builds up carryover leave.

Leave will be granted having regard to the individual needs of the employee but also ensuring that the needs of the service are provided for at all times. Manager should endeavour to facilitate an employee’s annual leave requests subject to the needs of the service.

Annual leave is not affected by other leave provided for by law (e.g. maternity leave, adoptive leave, parental leave, force majeure leave).

The annual leave entitlement for a leave year is the maximum annual leave allowable for that period. Annual leave is earned in accordance with the provisions of the 1997 Act and cannot be credited from future years into the current leave year.

In addition to annual leave, there are currently nine statutory public holidays as follows:

1st January  
St. Patrick's Day  
Easter Monday  
First Monday in May  
First Monday in June  
First Monday in August  
Last Monday in October  
Christmas Day  
St. Stephen's Day

Good Friday is additional to these days but is not a Public Holiday.

### 3. ANNUAL LEAVE PROCEDURE

All applications for leave must be approved by the relevant Manager or nominee. Staff members are required to ensure that their Head of School/Department/Function/Centre or nominee is provided with advance notification of their intention to take annual leave so that appropriate cover arrangements may be made where necessary, and also that appropriate records may be maintained in compliance with Institute policies and external legal requirements.

All annual leave application **MUST** be through the CORE HR system e.g. ESS, to the appropriate Manager or nominee. In the case of periods requested, the following periods of notice will apply before the leave date:

- A period of a half (1/2) or a full (1) days leave - at least one (1) working days' notice
- Up to five (5) days – at least five (5) working days' notice
- Periods over five (5) days and less than ten (10) days – at least ten (10) working days' notice
- Periods over eleven (11) days – at least twenty (20) working days' notice (Excluding summer holidays)
- In relation to summer leave, staff must consult with their Manager/Supervisor in early March of each year in order for leave timetables to be prepared for all staff in School/Department/Function/Centre

No paper applications for leave will be accepted. Annual leave submitted after the seven (7) days will only be accepted and approved in exceptional circumstances. Managers will also approve annual leave through the CORE HR system. Individual annual leave and other balances e.g. certified sick leave, flexitime, etc. will be available to view by the staff member on ESS using their personal login.

Managers or nominee will grant annual leave requests having regard to the individual needs of the staff member but also ensuring that the needs of the service provided are met at all times. Every effort will be made to facilitate staff members annual leave requests.

Staff on annual leave will not be permitted to attend for work or to accrue flexitime on such days. Annual leave **MUST** be cancelled after consultation and approval by the relevant

Manager/Supervisor and entered on CORE HR prior to any attendance at work for the period or days concerned.

#### **4. CARRY-OVER OF LEAVE**

As a general rule annual leave should be taken in the year in which it is accrued. The carryover of annual leave should be avoided where possible. Carryover of annual leave is allowable in exceptional circumstances having regard to the work requirements and will be a maximum of 5 days (pro rata for pro-rata or part-time staff). Staff **MUST** seek the prior written approval of the Human Resources Manager to carryover any annual leave. Such approval cannot be applied for and will not be granted prior to 01st December annually.

Any carryover of annual leave must be taken in the first six months of the subsequent leave year. An employee will be compelled to take such leave by the end of 6 months i.e. 30<sup>th</sup> June or he/she will forfeit the carryover leave. Where an employee is not facilitated in the taking of such leave he/she should contact the Human Resources Manager as early as possible, who will raise the matter with the Manager concerned with a view to resolution.

In the event that an employee is on maternity leave or long term sick leave (greater than 6 months) and is therefore unable to avail of annual leave in accordance to the terms of the policy an exception will apply in respect of the maximum carryover of annual leave. Such an employee will on return to work, have a 12 month period from the date of return to avail of any annual leave balance. Thereafter the maximum carryover provisions as outlined above will apply. No carry over will be permitted beyond the terms of the policy.

#### **5. LEAVE BALANCES**

Any balance of annual leave (both current and carryover) must be taken prior to retirement or resignation. In the event that it is not possible to do so as a consequence of illness, maternity leave, etc. then retirement/resignation date will be extended to take account of any annual leave balance. If retirement occurs at normal retirement age (65 or 31st August following 65<sup>th</sup> birthday) and it is not possible to extend the retirement date then any annual leave balance must be taken prior to retirement.

The Institute is not in a position to make payments in lieu of any untaken leave to staff upon retirement or resignation.

If a staff member on annual leave falls sick and sick leave is granted, annual leave will be reinstated when an appropriate medical cert is produced. An employee absent from duty on sick leave will continue to accrue annual leave. However, no annual leave is accrued where a staff member is absent from work on pension rate of pay or on sick leave without pay.

#### **6. CLOSURE AT CHRISTMAS**

The Institute will close annually for the Christmas holiday period. The number of days will vary annually in accordance with Institute's requirements e.g. in 2014 the Institute will close for 4 working days during this period. Staff will be required to take such annual leave from their total annual leave entitlement. Human Resources will reserve these days on CORE HR on all annual leave balances. The exact dates will be circulated by Human Resources and they will usually cover the period between Christmas and the New Year.

## **7. ANNUAL LEAVE FOR NEW STAFF EMPLOYED OR EXISTING STAFF PROMOTED SINCE 07 JANUARY 2014**

Under the terms of the Department of Education and Skills Circular Letter 0009/2014 annual leave for all existing non-academic staff, who were in employment prior to 07<sup>th</sup> January 2014, was revised and Human Resources have written to all individuals concerned re their new annual entitlements.

However, the annual leave entitlements for all new non-academic staff employed or existing staff non-academic staff promoted since 07<sup>th</sup> January 2014 were amended. The new entitlements are as follows:

**Table 1: Administration Grades**

<b>Administration Grades</b>	<b>Annual Leave Entitlement inclusive of 4 days at Christmas</b>
Grade III	22
Grade IV	23
Grade V	25
Grade VI	27
Grade VII	29
Careers Officer	30
Student Counsellor	30
Central Service Manager	30
Senior Management Grades	30
President	30

**Table 2: Technical Grades**

<b>Technical Grades</b>	<b>Annual Leave Entitlement inclusive of 4 days at Christmas</b>
Technician	23
Technical Officer	27
Senior Technical Officer	30

**Table 3: Technical Support Grades**

<b>Technical Support Grades</b>	<b>Annual Leave Entitlement inclusive of 4 days at Christmas</b>
Caretaker	22
Attendant/Cleaners	22
Higher Order Attendant/Class Aide	22

**Table 4: Research Grades**

<b>Administration Grades</b>	<b>Annual Leave Entitlement inclusive of 4 days at Christmas</b>
Research Assistants	22
Post Doc Researcher	23
Senior Post Doc Researcher	25
Research Fellow	29
Senior Research Fellow	30

For non-academic staffing grades not included above e.g. RDC staff, certain Research staff grades, etc. their annual leave entitlement will be banded within the range of the minimum and maximum leave allowance based on the analogous administration grades in Table 1 above. Salary will be the determining factor for this.

## **8. APPEALS**

In the event that a staff member wishes to appeal a decision in relation to an aspect of annual leave as it relates to carryover or leave balance, this should be lodged with the Human Resources Manager and should specify in writing the grounds for the appeal. In any such case a union official may make representations on behalf of a member.