



**Polasáí agus Nósanna Imeachta/Policies and Procedures**

<b>Code</b>	QA101
<b>Title</b>	Annual Leave
<b>Policy Owner</b>	Director of Human Resources
<b>Date</b>	27/01/2015; Latest review date: June 2023
<b>Approved By</b>	Quality Enhancement Committee (QEC)

**1.0 Purpose**

Annual leave entitlements, approval, recording and reporting.

**2.0 Description**

Annual leave forms an integral part of each staff member's contract of employment with the University where the annual leave year is from 1st January to 31st December. Annual leave should be taken within the leave year. Annual leave cannot be carried forward or backwards from one year to the next unless prior written approval has been granted by the Line Manager. This is limited to a maximum of five days. Annual leave will be applied on a pro-rata basis for all part-time staff.

**2.1 Taking Annual Leave**

Annual leave should be requested from your Line Manager and approval obtained in advance of taking leave. Emergencies will be accommodated on a case by case basis and should be discussed with your Line Manager. Online leave applications should be made through the Employee Self- service Portal in the Core Human Resources System. Approval will be granted through the system by the Line Manager. Where staff do not yet have access to this system they should agree their leave with their Line Manager, make an appropriate entry on their annual leave sheet, and have it initialled by the Line Manager, prior to taking leave. Blank leave sheets can be downloaded from the HR website. Completed Annual Leave Forms should be returned to the HR Office, by the Unit Manager, following the end of each year, and not later than 31st January of the following year.

**2.2 Public Holidays and Good Friday**

In addition to Annual leave the following days shall be extra leave: Good Friday and ten Public Holidays: 1st January; the first Monday in February, or 1st February if the date falls on a Friday; St. Patrick's Day; Easter Monday; the first Mondays in May, June and August; the last Monday in October; Christmas Day; St. Stephen's Day. Staff not rostered to work on a Public Holiday are entitled to paid time off within one month of the public holiday. Payment will not be made in lieu of untaken public holidays or annual leave days except in the case of cessation of employment.

**2.3 University Closed Days**

These are days on which the University will close for business (four days between Christmas and New Year) and staff will be required to take leave from their total annual leave allowance for these days. Staff will be informed of the exact dates by the HR Office each year at least three months in advance.



### Schedule of Annual Leave Allowances

Annual Leave Allowances for Staff Employed before 7th January 2014		
<b>Academic Staff</b>	Leave will be granted in accordance with normal conditions and practice.	
<b>Administration Staff</b>	Administrative Assistant Grade 1 to Admin Officer (inclusive)	29 Days
	Assistant Secretary & above	32 Days
<b>Technical Staff</b>	Trainee Technical Officer	27 Days
	Technical Officer / Senior Technical Officer / Chief Technical Officer	28 Days
	Pre 1971 Technical Officer / Senior Technical Officer	32 Days
<b>Library Staff</b>	Library Assistant to Sub Librarian inclusive	31 Days
	Librarian	32 Days
<i>Library staff employed in library grades who are required to work unsocial hours will continue to have an additional 8 days leave per year. Library staff should normally take their leave outside of term time.</i>		
<b>Research Staff</b>	All Grades	29 Days
<b>General Operative/Craft Workers</b>	All Grades	28 Days

Annual Leave Allowances for New Staff Employed or Existing Staff Promoted after 7th January 2014		
<b>Academic Staff</b>	Leave will be granted in accordance with normal conditions and practice.	
<b>Administration Staff</b>	Administrative Assistant Grade 1	22 Days
	Administrative Assistant Grade 2	23 Days
	Administrative Assistant Grade 3	25 Days
	Administrative Assistant Grade 4	27 Days
	Administrative Assistant Grade 5 & above	30 Days
<b>Technical Staff</b>	Trainee Technical Officer	22 Days
	Technical Officer	25 Days
	Senior Technical Officer	29 Days
	Chief Technical Officer	30 Days
<b>Library Staff</b>	Library Assistant	22 Days
	Senior Library Assistant	23 Days
	Assistant Librarian 2	27 Days
	Assistant Librarian 1	29 Days
	Sub Librarian & above	30 Days
	<i>Library staff employed in library grades who are required to work unsocial hours will continue to have an additional 8 days leave per year. Library staff should normally take their leave outside of term time.</i>	
<b>Research Staff</b>	Research Assistant	22 Days
	Postdoctoral Researcher	27 Days
	Research Fellow/ Senior Research Fellow	30 Days
<b>General Operative</b>	All Grades	22 Days
<b>Craft Workers</b>	All Grades	24 Days

**Note:** Existing staff maintain their current leave entitlement if the leave entitlement for the grade to which they are promoted is lesser than their current entitlement, subject to a maximum entitlement of 30 days annual leave.



Staff with a current annual leave entitlement of greater than 30 days will have their leave entitlement reduced to 30 days on promotion.

### 3.0 Responsibilities

Name	Responsibility
Director of Human Resources	Policy Owner
Head of School/Unit	Approval of Application and Return completed forms
All Staff	Give adequate notice of intention to avail of this leave
Human Resources Office	Record Annual Leave

### 4.0 Related Documents

[Annual Leave Record Form](#)