

# Annual Leave Policy & Procedures



**Policy owner** UCD HR      **Approval date and body** UMT, 22 August 2018

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## 1. Purpose

The purpose of this document is to ensure that UCD employees are adequately informed of their annual leave entitlements. This document sets out the annual leave arrangements for employees of the University.

## 2. Definitions

### Annual Leave

All employees, whether they are full-time, part-time or temporary are entitled to time away from the workplace for the purposes of rest and relaxation. These period(s) are referred to as annual leave.

## 3. Scope

This annual leave policy applies to all UCD employees who are in receipt of a salary under a permanent contract, a contract of indefinite duration (CID), or a fixed-term contract as defined in the Protection of Employees (Fixed Term Work) Act 2003 and those who are entitled to benefit under the Organisation of Working Time Act, 1997.

## 4. Principles

University College Dublin is committed to providing an inclusive and diverse environment in which all members of our community are valued and supported, both in the workplace and in their family life. As such, the University is committed to ensuring that UCD employees have access to their annual leave entitlements in a clear and transparent manner.

## 5. Entitlements

The annual leave year runs for 12 months from 1 January until 31 December each year. Employees who work part-time, or for a proportion of the leave year, will have pro rata entitlements to annual leave. Annual leave entitlements are granted in accordance with the terms of the Working Time Act, 1997.

Details on the amount of annual leave that employees are entitled to can be found in section 6 of this policy.

The Annual leave entitlements that are set out in this policy are subject to change from time to time.

## 6. Annual Leave Procedure

All applications for annual leave must be approved by the relevant Head of School/Unit or nominee. Employees are required to ensure that their Head of School/Unit 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 UCD policies and external legal requirements.

Each Head of School/Unit will establish procedures for recording annual leave and agreeing the period of notice required in advance of the leave being taken. Leave will be granted having regard to the individual needs of the employee but also ensuring that the needs of the service provided are met at all times. Every reasonable effort should be made to facilitate annual leave requests.

#### **a. Carry-Over of Leave**

Ideally, annual leave should be taken within the leave year. In exceptional circumstances, some leave may be carried over to the following leave year, with the approval of the Head of School/Unit, provided there is mutual agreement that such leave will be taken in the following leave year.

#### **b. Other Leave**

In relation to leave required for work commitments off campus such as attendance at seminars or conferences, advance notification and approval by the relevant Head of School/Unit or nominee is also required so that appropriate cover arrangements may be made where necessary.

#### **c. Public Holidays and Good Friday**

In addition to annual leave, employees have an entitlement to 9 Public Holidays. These are: 1 January; 17 March; Easter Monday; first Monday in May, June, August; last Monday in October; 25 and 26 December. Good Friday is additional to these dates although it is not a Public Holiday.

Employees who work on a Public Holiday or Good Friday will be permitted to time in lieu at an alternative agreed time, subject to collective agreements and preapproved local arrangements.

Employees that do not normally work on the day on which the public holiday falls, (e.g. part-time employees who are only rostered to work on particular days), are entitled to one-fifth of one day in lieu, provided they have worked at least 40 hours in the 5 weeks immediately before the public holiday. This time in lieu can be taken at a later date at an alternative agreed time.

#### **d. Christmas Closure**

UCD closes for 4 working days during the Christmas period. Employees are required to take these 4 days from their total annual leave entitlement. Closure days may be changed from year to year to reflect the University's requirements. The exact dates will be circulated by UCD HR, and they will usually cover the period between Christmas and the New Year.

#### **e. Annual Leave for Faculty and Staff Employed Before 7 January 2014**

Under the terms of the Department of Education and Skills Circular issued on 15 December 2016, available at <https://intranet.ucd.ie/hr/staff/>, the annual leave entitlements for faculty and staff employed in UCD before 7 January 2014 are illustrated in Table 1 below. Also included are the default entitlements of all other grades.

**Table 1**

<b>Faculty</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
All	As per their contract of employment

  

<b>Administrative Grade</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
Senior Admin Officer	27
Admin Officer IA	27
Admin Officer I	27
Admin Officer II	27
Senior Executive Assistant	26
Executive Assistant	26

  

<b>Technical Officer Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
All	26

<b>Library Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
Sub Librarian and above	27
Assistant Librarian I	27
Assistant Librarian II	27
Senior Library Assistant	26
Library Assistant	26

<b>IT Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
IT Specialist/Senior Team Lead	27
Programmer I	27
IT Specialist/Team Lead	27
Programmer II	27
Team member/Trainee	26
Programmer III	26

<b>Research Assistant</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
All	26

<b>Building Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
All grades	26

<b>Copi-Print Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
Operator in Charge	26
Senior Operator	26
Operator	26

<b>Sport Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
Assistant Sports Manager	26
Sports Supervisor	26
Sports Assistant	26

<b>Agriculture Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
All grades	26

<b>All other Grades/Non-Scale posts</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
Default unless different in contract	26

#### **f. Annual Leave for Newly Recruited Employees or those Promoted<sup>1</sup> after 7 January 2014**

Newly recruited employees have an annual leave entitlement set for the grade to which they are recruited, as set out in Table 2 below.

Annual leave arrangements for existing employees promoted after 7 January 2014, as set out in Department of Education and Skills Circulars<sup>2</sup> are also set out in Table 2. With effect from 1 January, 2016 promoted employees will revert to their previous leave entitlement if the leave entitlement for the grade to which they were promoted in Table 2 is lesser than their previous entitlement.

Annual leave entitlements for all employees promoted after 7 January 2014 will be subject to a maximum entitlement of 30 days.

<sup>1</sup> Promotion in this regard includes existing employees who secured a role at a higher grade than their previous role through open competition in line with the UCD Recruitment and Selection Policy or other established mechanisms.

<sup>2</sup> Department of Education Circulars dated 31 January 2014 and 15 December 2016,

**Table 2**

<b>Faculty</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
All	As per their contract of employment

  

<b>Administrative Grade</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
Snr Admin Officer IV & above	30
Admin Officer IA	29
Admin Officer I	27
Admin Officer II	25
Senior Executive Assistant	23
Executive Assistant	22

  

<b>Technical Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
Chief Technical Officer	29
Senior Technical Officer	27
Technical Officer	25

  

<b>Library Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
Sub Librarian and above	30
Assistant Librarian I	27
Assistant Librarian II	25
Senior Library Assistant	23
Library Assistant	22

  

<b>IT Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
IT Specialist/Senior Team Lead	27
Programmer I	27
IT Specialist/Team Lead	23
Programmer II	23
Team member/Trainee	22
Programmer III	22

  

<b>Research Assistant</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
All	22

  

<b>Building Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
Buildings Manager	30
Facilities Mgr/Project Engineer	29
Assistant Superintendent	27
Project Engineer (Graduate)	23
Crafts	25
Gen Operative and equivalent	22

  

<b>Copi-Print Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
Operator in Charge	25
Senior Operator	23
Operator	22

  

<b>Sport Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
Assistant Sports Manager	25
Sports Supervisor	23
Sports Assistant	22

  

<b>Agriculture Grades</b>	<b>Annual Leave Entitlement Inclusive of 4 days at Christmas</b>
All grades	22

All policies and policy related documents and forms are subject to amendment. Please refer to the UCD Governance Document Library website for the official, most recent version.

HSE Grades	Annual Leave Entitlement Inclusive of 4 days at Christmas
All grades	As provided for in Health Sector *

\* See [HSE website](#) – [Circular on Annual Leave](#)

All other Grades/Non-Scale posts	Annual Leave Entitlement Inclusive of 4 days at Christmas
All	As per their contract of employment

#### **g. Employees continuously employed before October 1990 and promoted after 7 January 2014**

Employees promoted after 7 January 2014, who commenced employment in UCD before October 1990, continue to retain five additional days on a personal holder basis subject to a maximum entitlement of 30 days annual leave.

#### **h. Annual Leave for Employees on Temporary Promotions**

Employees on revised annual leave arrangements as a result of a temporary promotion or secondment will return to the entitlement of their substantive post following the ending of the temporary promotion.

### **7. Roles and Responsibilities**

#### **a. Line Manager**

- read this policy and make themselves aware of their obligations;
- ensure employees are aware of their entitlements and obligations;
- ensure a discussion takes place with the employee in preparation for the leave to minimise any disruption to service;
- sign any necessary documentation; and
- promote an environment of equality, diversity and inclusion which support family-friendly initiatives.

#### **b. The Employee**

- read this policy and make themselves aware of their obligations;
- provide reasonable notice to the manager in order for a plan to be put in place to avoid/minimise any disruption to service;
- make themselves available, where possible, and engage fully with management in planning for the period of absence to avoid/minimise any disruption to service;
- complete the relevant documentation within the locally agreed timelines and submit same to the relevant parties; and
- make themselves aware of any other relevant UCD's processes and policies that interact with this policy.

#### **c. Human Resources**

- upon request provide advice to employees regarding their entitlements in an atmosphere of mutual trust and respect;
- act with discretion when required and with due regard for the circumstances; and
- liaise with the relevant employee, where necessary.

## 8. Related documents

- Maternity leave Policy
- Parental Leave Policy
- Adoptive leave Policy
- Organisation of Working Time Act, 1997
- Sick Leave Policy
- Department of Education Circular dated 31 January 2014
- Department of Education Circular 15 December 2016

## 9. Version history

Version	Date	Description	Author
1.0		Policy Created	UCD HR
2.0	21/08/2009	Policy Versioning Implemented	UCD HR
3.0	24/03/2014	Update to include new arrangements in accordance with Croke Park/Haddington Road Agreements.	UCD HR
4.0	28/03/2014	Correction – Programmer II grade	UCD HR
5.0	01/04/2014	Addition – current Technical Officers	UCD HR
6.0	03/08/2018	Update to include new arrangements in accordance with Department of Education and Skills Circular received on 15 December 2016.	UCD HR