



ANNUAL AND HISTORIC LEAVE

Updated 08/06/21

1. What is my annual leave entitlement?

Your annual leave entitlement is specified in your contract of employment and may be subject to change from time to time. Current annual leave entitlements by grade are contained within section 6 and 7 of the [Annual Leave Procedure](#).

2. When does the annual leave year start and end?

The leave year is from 1 January to 31 December and annual leave must be organised within this period.

3. How do I apply for annual leave?

Annual leave is to be requested, approved and recorded electronically through CoreHR. You therefore need to log onto your Core portal to request a period of annual leave https://my.corehr.com/pls/coreportal_ulp/

4. Who approves my annual leave?

Your line manager approves your annual leave through the Core Portal.

5. How will I know if my annual leave is approved or rejected?

You will receive a notice from the Core Portal via email if your annual leave is approved or rejected.

6. How much notice do I need to give when taking annual leave?

You need to give the following notice:

Annual leave request	Notice Period
.5 days	1 days notice
1 or 2 days	3 days notice
1 week or more	3 weeks notice

7. Can I cancel preapproved annual leave?

You can make a request to cancel your leave through the Core portal, but you will need to give the following notice:

Annual leave request	Notice Period
.5 days	1 days notice
1 or 2 days	3 days notice
1 week or more	3 weeks notice

8. Can I carry over annual leave from one year to the next?

It is normal practice for you to take all your allowances during the leave year and only in exceptional circumstances a carry-over of up to 5 days maximum (pro rata if you worked reduced hours within the leave year) may be allowed. This carryover will need the prior written approval of your line manager.

9. What annual leave can I carryover in 2020 to 2021?

Due to exceptional circumstances in 2020, University management has agreed that on a once off basis, a carry-over of up to 10 days maximum (pro rata if you worked reduced hours within the leave year) may be carried forward from 2020 to 2021 once approved by your line manager.

10. What annual leave can I carryover from 2021 to 2022?

The Executive Committee has approved a similar arrangement for a carry-over of up to 10 days from the 2021 annual leave allocation into 2022. This 2021 carry-over must be used by the end of June 2022.

11. When does my carryover annual leave need to be taken?

Any carryover of annual leave must be taken in the first 6 months of the subsequent leave year.

12. What happens if I am on maternity leave or sick leave and can't take my annual leave?

In the event that you are on maternity leave or sick leave greater than six months and therefore unable to avail of annual leave in accordance with the terms of the procedure, an exception will apply in respect of the maximum carryover of annual leave. In this case, on your return to work, you will have a 12 month period from the date of return to avail of any carryover annual leave balance.

13. What if I can't take the carryover leave in line with the provision permitted in the annual leave procedure?

No carry-over provisions will be permitted beyond the terms of the annual leave procedure. You are required to take such leave in line with the procedure or you will forfeit the leave.

14. What are University Closure Days?

These are days on which the University will close for business and you will be required to take leave from your total annual leave allowance. University closure days may be changed from year to year to reflect the University's business needs. The exact closure dates will be circulated by the Human Resources Division each year at least one month in advance. Usually closure days will occur over the period between Christmas Day and New Year's Day. However, there may be exceptional circumstances where further University Closure Days may be required to meet business needs and/or to ensure adherence to legislative provisions.

15. What happens to my annual leave balance when I retire or resign?

Any outstanding annual leave balances must be taken prior to retirement or resignation. To facilitate this you may be allowed take a period of annual leave immediately prior to retirement, or in instances of resignation, during the notice period.

16. I have accrued 20 days annual leave prior to 2020, what happens to that accrual, can I carry it forward?

Historic leave balances, in respect of the period prior to 1 January 2020, are managed under the separate [Procedure for Managing Historic Annual Leave Balances](#).

17. How is my historic leave balance approved?

HR will send each manager a listing of historic annual leave balances for their staff in respect of the period prior to 1st January 2020. Once these balances have been approved, you can book your historic leave on CoreHR, in a similar way to the current annual leave process.

18. Are there specific timelines within which historic leave must be used?

Yes. Details on timelines within which respective historic leave must be used and how to book historic leave are available under *Section 3: Timelines of the Historic Annual Leave Procedure*. Information about the verification process is included under *Section 2: Verification of the Historic Annual Leave Procedure*.

19. Where can I see my historic and annual leave balances?

Current annual leave balances and historic annual leave balances are recorded separately on CoreHR and employees will have the option to request annual leave or historic leave as available.

20. Am I entitled to any other leave days?

Yes, in addition to annual leave; there are nine public holidays plus Good Friday as follows:

- Christmas Day
- St. Stephen's Day
- St. Patrick's Day
- Good Friday
- Easter Monday
- 1st Monday in each of May, June and August
- Last Monday in October
- 1st of January

21. If I have an annual leave query and wish to contact HR, what do I do?

If your query relates to the Core Portal please contact HRIS at coreportal.contact@ul.ie or if your query relates to the procedure please contact Compensation & Benefits at compandbens@ul.ie