



# **ANNUAL LEAVE PROCEDURE**

**Approved by Human Resources Division**

## 1. Purpose

- 1.1 Annual leave is a statutory entitlement which enables Staff to take paid time off in accordance with the provisions of the Organisation of Working Time Act 1997, with the prior agreement of your Line Manager. The purpose of this procedure is to ensure that University of Limerick Staff are adequately informed of their annual leave entitlements.

This procedure outlines the arrangements in place at the University of Limerick for the administration and monitoring of annual leave.

## 2. Scope

- 2.1 All Staff of the University of Limerick who are entitled to benefit from annual leave under the Organisation of Working Time Act, 1997.

## 3. General Principles

- 3.1 Staff annual leave entitlements are specified in their contracts of employment and may be subject to change from time to time. Current annual leave entitlements by grade are at section 6 and 7 of this procedure.
- 3.2 The leave year is from the 1<sup>st</sup> January to the 31<sup>st</sup> December and annual leave must be organised within this period.
- 3.3 To ensure that appropriate records are maintained, in compliance with contractual obligations, UL policies, procedures and external legal requirements, annual leave is to be requested, approved and recorded electronically through CoreHR.
- 3.4 Annual leave shall be taken subject to agreement with your line manager. 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. Every reasonable effort will be made to facilitate annual leave requests.
- 3.5 The following notice periods are required by the University for annual leave requests:

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

It is recognized that there may be exceptional circumstances where adherence to the above notice periods may not be possible. In such instances the Staff member should engage with their line manager as soon as possible to enable their request to be considered on an individual basis.

- 3.6 Cancelling of annual leave requests will also require prior approval in line with the notice periods outlined in 3.5.
- 3.7 It will be normal practice for staff to take all their allowances during the leave year and only in exceptional circumstances a carry-over of up to 5 days maximum (pro rata for employees that work reduced hours within the leave year) may be allowed, with the prior written approval of your line manager.

Due to current exceptional circumstances, University management has agreed that on a once off basis, a carry-over of up to 10 days maximum (pro rata for employees that work reduced hours) may be carried forward from 2020 to 2021 once approved by your line manager. Any carry-over annual leave balances must be taken in line with this procedure. Thereafter the maximum carry-over provisions as outlined above will apply. No carry-over provisions will be permitted beyond the terms of this procedure.

- 3.8 Any carryover of annual leave must be taken in the first 6 months of the subsequent leave year. An employee will be compelled to take such leave by the end of 6 months or they will forfeit the leave.
- 3.9 In the event that an employee is on maternity leave or sick leave greater than six months and is 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. Such an employee will, on their return to work, have a 12 month period from the date of return to avail of any carryover annual leave balance. Thereafter the maximum carryover provisions as outlined above will apply. No carryover provisions will be permitted beyond the terms of this procedure.

#### **4. University Closure Days**

- 4.1 There are days on which the University will close for business and staff will be required to take leave from their total annual leave allowance. University closure days may be changed from year to year to reflect the University's business needs.
- 4.2 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.

**5. Annual Leave Balances**

- 5.1 Any outstanding annual leave balances must be taken prior to retirement or resignation. To facilitate this a staff member may be allowed take a period of annual leave immediately prior to retirement, or in instances of resignation, during the notice period.
- 5.2 Historic leave balances, in respect of the period prior to 1<sup>st</sup> January 2020, will require an approval process. These balances will be managed under a separate “Historic Annual Leave Procedure”.
- 5.3 Any employee who claims to have a historic balance of annual leave prior to 1st January 2020, will have that balance held in a separate “*carried forward*” record on CoreHR until verified under the Historic Annual Leave Procedure.

**6. Arrangements for Staff Employed before 7<sup>th</sup> January 2014**

- 6.1 The annual leave entitlements for staff employed before 7<sup>th</sup> January 2014 are as follows:

<b>Annual Leave Entitlements for Specific Grades Employed Before 7<sup>th</sup> January 2014</b>	<b>Consolidated Annual Leave Days</b>
Academic Grades/Teaching Grades	31
Executive Grades	32
Senior Administrative Officer 1-3	30
Senior Executive Administrator	29
Executive Administrator	29
Senior Administrator	27
Senior Administrator > 20years service	29
Administrator	27
Administrator > 20years service	29
Sub-Librarian	30
Assistant Librarian	27
Library Assistant 3	27
Library Assistant 1 & 2	27

Library Attendant	27
Analyst Programmer 3	30
Analyst Programmer 2	29
Analyst Programmer 1	27
Chief Technical Officer	31
Senior Technical Officer	27
Technical Officer	27
Computer Operator	27
Laboratory Attendant	27
Print Operator 1 & 2	27
Computer Lab Attendant	27
Senior Lab Attendant	27
Grounds Foreperson	27
Ground Staff	27
Service Staff	27
Senior Porter / Attendant	27
Porter	27
Research Assistant Level 1	27
Postdoctoral Researcher Level 2	29
Research Fellow Level 3	29
Senior Research Fellow Level 4	32

**7. Arrangements for Staff Recruited after 7<sup>th</sup> January 2014**

7.1 The annual leave entitlements for staff employed after 7<sup>th</sup> January 2014 are as follows:

<b>Annual Leave Entitlements for Specific Grades Recruited or Promoted From 7<sup>th</sup> January 2014</b>	<b>Consolidated Annual Leave Days</b>
Academic Grades/Teaching Grades	31
Executive Grades	30
Senior Administrative Officer 1-3	29
Senior Executive Administrator	29
Executive Administrator	25
Senior Administrator	23
Administrator	22
Sub-Librarian	29
Assistant Librarian	27
Library Assistant 3	23
Library Assistant 1 & 2	22
Library Attendant	22
Analyst Programmer 3	29
Analyst Programmer 2	27
Analyst Programmer 1	23
Chief Technical Officer	29
Senior Technical Officer	27
Technical Officer	27
Computer Operator	22
Laboratory Attendant	22
Print Operator 1 & 2	22
Computer Lab Attendant	22
Senior Lab Attendant	22

Grounds Foreperson	23
Ground Staff	22
Service Staff	22
Senior Porter / Attendant	22
Porter	22
Research Assistant Level 1	22
Postdoctoral Researcher Level 2	25
Research Fellow Level 3	29
Senior Research Fellow Level 4	30

## **8 Annual Leave for Hourly Paid Staff**

- 8.1 Hourly paid staff are paid 8% of the hours that they work in a leave year, subject to a maximum of 4 working weeks per year. Hourly paid staff who have worked at least 40 hours in the 5 weeks ending on a day before the public holiday are also entitled to public holiday benefits.

## **9 Annual Leave for Employees on Temporary Promotions or Secondment**

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

## **10 Annual Leave for Staff in Externally Funded Posts**

- 10.1 Annual leave must be taken by externally funded staff prior to the contract end date, as funding bodies will not fund additional payments for untaken annual leave.

## **11. Public Holidays & Good Friday**

- 11.1 Staff entitlement to public holidays is set out in the Organisation of Working Time Act 1997. 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
- 1<sup>st</sup> of January

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