

Dear all,

I know that historic annual leave has been on the agenda for a while now in UL. From everyone's point of view, we needed to work out a way for staff to use their historic leave accruals in a fair and transparent manner for all. After a significant amount of time and talk, I am glad to inform you about the agreed [Procedure for Managing Historic Annual Leave Balances](#).

Current annual leave balances and historic annual leave balances are recorded separately on CoreHR and any historic leave balances you may have are now visible. You will have the option to request annual leave or historic leave as available.

We will send each manager a listing of historic annual leave balances for their staff in respect of the period prior to 1<sup>st</sup> 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.

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 *Procedure for Managing Historic Annual Leave*. Information about the verification process is included under *Section 2: Verification* of the procedure.

Can I remind you also that the [Annual Leave Procedure](#) (December 2020) requires all staff to request, approve and record their annual leave on the Core HR system.

As you are aware from previous HR Notices, staff were permitted to carry over up to **10 days** from their 2020 annual leave allocation into 2021. As advised, this carry over must be used by the end of June this year. The Executive Committee has approved a similar arrangement for a carry-over of up to 10 days from the 2021 annual leave allocation. This 2021 carry-over must be used by the end of June 2022.

Kind regards,

**Bobby O'Connor**

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