



TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

**Annual Leave Policy
Professional, Management & Support Employees**

Human Resources Department





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1.0 Purpose

The Technological University of the Shannon: Midlands Midwest (TU) 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 personal life. The purpose of this policy is to ensure that TU employees are adequately informed of their annual leave entitlements. This policy sets out the annual leave arrangements for employees of the TU and associated procedure for availing of same.

2.0 Definition

All employees, whether they are full-time, part-time or temporary are entitled to paid time away from work. These period(s) are referred to as annual leave.

3.0 Scope

This policy applies to professional, management & support employees of the TU.

4.0 Annual Leave Year

The annual leave year runs for 12 months from 01 January to 31 December each year.

5.0 Annual Leave Application Procedure

- a) Annual leave must be applied for, using the HR Employee Self Service (ESS) application process. Annual leave can be taken in full, half or quarter days.
- b) The line manager/supervisor must approve or reject the leave application via the Core Manager Self Service (MSS) in a timely manner.
- c) In the case of hourly paid employees, an application for leave must be submitted directly to the line manager/supervisor for approval. If approved, the leave form will be forwarded to the Human Resources Department for processing.
- d) In order to ensure effective business continuity is maintained, while taking into consideration the employee's individual needs, the line manager/supervisor has discretion in relation to the approval/rejection of annual leave for all employees in their department.

- e) Applications for annual leave must be submitted in a timely manner prior to the requested time off, so that appropriate cover arrangements may be made, where necessary. All annual leave must be applied for and approved, prior to the commencement of leave. Discretion may be granted in the case of an emergency.

6.0 Carry over of Leave

Annual leave must be taken within the leave year. Employees are permitted to carry over 5 day’s annual leave into the following year. In exceptional circumstances, additional leave may be carried over to the following year, with the approval of the line manager/supervisor and the HR Manager, provided there is a mutual agreement for it to be taken as soon as is practicable in the following leave year.

Note: Use or lose will apply if employees have over 5 days leave remaining.

7.0 Public Holidays and Good Friday

In addition to annual leave, employees have an entitlement to 10 public holidays. These are as follows:

1st January	First Monday in February
Easter Monday	17 th March
First Monday in May	First Monday in June
First Monday in August	Last Monday in October
25 th December	26 th December

Note: First Monday in every February public holiday, except where St. Brigid’s day, the 1st day of February, happens to fall on a Friday, in which case that Friday will be a public holiday.

Good Friday is in addition to the above dates although it is not a public holiday.

8.0 Christmas Closure

TU closes for a number of days over the Christmas period. The number of days of closure may change from year to year, depending on the requirements of the TU. These days are deducted from an employee’s overall annual leave entitlement, at the beginning of the annual leave year. Employees will be informed of the exact dates and number of closure days at least 6 months in advance.

9.0 Annual Leave Allowances

The terms of the Department of Education and Skills Circular 0009/2014, available at [CL IT 0009/2014](#) sets out the revised annual leave arrangements for PMS employees effective from 7th January 2014.

Employees who work part time, or for a proportion of the leave year, will have pro rata entitlements to annual leave.

9.1 Arrangements for existing Employees employed before 7 January 2014

With effect from 7 January 2014, the total allowance for the number of all annual leave days, inclusive of, for example, festival, race days, privilege days, Church holy days, etc., which may be applied in respect of existing employees will range from a minimum of 22 days to a maximum of 32 days depending on grade.

Existing employees, while they remain in their current grades, will retain their existing leave allowance subject to the total, including festival, race days, privilege days, Church holy days, etc., not exceeding the overall ceiling of 32 days.

Where appropriate, a once-off compensation mechanism will operate for annual leave allowances reduced from in excess of 32 days. The compensation formula of time-off calculated at 1.5 times the annual loss, will apply in such cases.

9.2 Annual Leave for newly recruited employees or those promoted after 7th January 2014

Newly recruited employees have an annual leave entitlement set for the grade to which they are recruited, as set out in Table 1 below.

Table 1

Senior Executive Officer (VIII)	30
Administrative Officer (VII)	29
Senior Staff Officer (VI)	27
Staff Officer (V)	25
Assistant Staff Officer (IV)	23

Clerical Officer (III)	22
General Operative and Related Grades	22
Senior Technical Officer	29
Technical Officer	29
Technician	23
Careers Officer	29

Annual leave arrangements for existing employees promoted after 7 January 2014, as set out in Department of Education and Skills Circular 0009/2014 are also set out in Table 1. Promoted employees will revert to their previous leave entitlement, if the leave entitlement for the grade to which they were promoted in Table 1, 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 as per the Circular.

9.3 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.

Acting up/temporary role whereby the annual leave allowance is greater than the substantive post, the employee would then return to their allowance in their substantive post.

Examples:

- a grade 4 (23 days) temporarily promoted to a grade 5 (25 days) would return to their grade 4 allowance.
- a grade 4 who historically would have (26 days leave allowance) promoted temporarily to a grade 5 (25 days) would retain their grade 4 leave allowance.

10.0 Roles and Responsibilities

10.1 Line Managers/Supervisors

- ✓ Read and understand 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 employees in preparation for the leave to minimise any disruption to service.

- ✓ Authorise leave requests in a timely manner.
- ✓ Promote an environment of equality, diversity and inclusion which support work life initiatives.

10.2 Employees

- ✓ Read and understand this policy and make themselves aware of their obligations.
- ✓ Provide reasonable notice to the line manager/supervisor to take annual leave in order for a plan to be put in place to avoid/minimise any disruption to service.

Queries

For enquiries on this policy please contact the relevant HR Department:

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