



Annual Leave Policy

Scope:

This policy applies to non-academic staff employed by Cork ETB.

Purpose:

This policy has been developed to provide a framework within which the provisions of the relevant legislation and Circular letters can be applied and to assist staff in understanding how annual leave will be managed within the organisation.

Policy Statement:

The Organisation of Working Time Act 1997 sets out statutory rights for employees in respect of rest, maximum working time, annual leave and public holidays. Revised Annual Leave entitlements for Staff employed by Education and Training Boards came into effect on 7 January 2014. (Circular 0008/2014)

Cork ETB is committed to ensuring that its employees avail of their annual leave entitlements and that their rights under the relevant legislation and circular letters are observed.

Terms and Conditions of Schemes:

Annual leave is governed by the provisions of the Organisation of Working Time Act 1997 and relevant circular letters issued by the Department of Education and Skills, in particular CL 8/2014.

Annual Leave Entitlement & Leave Year:

- The annual leave year runs from 1st January to 31st December each year. Annual leave entitlements are calculated on this basis.
- Employees will be granted leave in accordance with the provisions of their contracts. Annual leave entitlements may be amended by national agreements, as set down in relevant Circular Letters.
- The amount of days' annual leave an employee may be entitled to is calculated on the basis of the Organisation of Working Time Act and relevant circular letters.

- Annual leave for staff who do not work full time hours is calculated on a pro rata basis

Annual Leave Requests Procedure

- All annual leave must be taken within the leave year.
- Annual leaves must be requested using the agreed method in your department, and must be approved in advance by your manager/supervisor. (It is the intention of Cork ETB to move the approval procedure to an online system via CoreHR for all employees in time.)
- Requests for annual leave in excess of 3 days should be notified to your manager/supervisor well in advance (minimum 3 weeks). For annual leave to be taken during summer months, requests should be submitted to your manager/supervisor by the end of March so that work planning may take place.
- Managers should endeavour to approve annual leave requests in a timely fashion. For annual leave requests for the summer holiday period, approvals should be completed by mid-April at latest.
- No holiday should be booked/paid for by employees without prior approval for the annual leave from their manager. Cork ETB cannot be held responsible for losses incurred as a consequence of cancelled or altered travel arrangements.
- It is the responsibility of each department manager to approve annual leave requests having regard to the workload of the department, high demand for annual leave at particular times of the year and the requirement for all employees to avail of annual leave and reconcile work and family commitments in a fair and equitable manner. While, in general, managers will attempt to accommodate employees' preferences with regard to annual leave bookings, it may not always be possible.
- It is the responsibility of each employee to manage their annual leave entitlement in a manner which best suits their own circumstance, with the agreement with his/her manager.

Carry Over

The maximum carry over allowed on an annual basis is the maximum of the individual's standard working week. For employees availing of statutory leave (e.g. Maternity Leave) where annual leave continues to be accrued, this limit does not apply. Arising from the changes in annual leave in 2014, there is no limit on the carry-over of annual leave from 2014 to 2015. This is a once-off arrangement, and carry over will return to standard arrangements in 2015.

Annual Leave & Illness

Any day of illness during annual leave which is covered by a medical certificate is recorded as sick leave, and the relevant day of annual leave is considered to be cancelled and may be taken again at a future date. This does not apply to uncertified sick leave.

Payment in Lieu of Annual Leave

In accordance with the Organisation of Working Time Act 1997, payment in lieu of annual leave is not permitted except on the termination of employment. Where employment terminates, and more annual leave has been taken than accrued (or conversely, annual leave has been accrued but not taken), the proportion outstanding will be either deducted or paid in the final salary payment.

Office Closures/Shutdown

Cork ETB reserves the right to close offices/schools/centres at particular times of the year. Any day's closure in excess of public holidays must be taken as annual leave as per CL 8/2014, as privilege days are no longer permissible. Please note that 4 days annual leave should be reserved each year to cover the Christmas shutdown period. The exact dates required for Christmas shutdown will be notified prior to 31st March each year. Phasing arrangements will apply for 2014 (please see below).

Public Holidays

All contracted employees will be entitled to 9 paid public holidays per year. Temporary & part time employees will be entitled to avail of the public holiday, providing they fulfil the criteria of having worked at least 40 hours during the preceding five weeks up to the day before the Public Holiday.

The following public holidays will be granted in accordance with the Organisation of Working Time Act, 1997:

- New Year's Day
- St. Patrick's Day
- Easter Monday
- First Monday in May
- First Monday in June
- First Monday in August
- Last Monday in October
- Christmas Day
- St. Stephen's Day

In addition, Good Friday is treated as a public holiday by national agreement.

Where an employee is normally absent on a public holiday, he/she is entitled to receive a day in lieu, or payment for the day. With effect from 1st February, 2015, any eligible member of staff who is normally not rostered to work on the day a public holiday falls will receive payment for that day. Phasing arrangements will apply for 2014. (See below)

Review

This policy will be subject to review in accordance with organisational needs and/or where it is necessary to do so due to changes in DES regulations, legislation or other such situations.

Phasing Arrangements 2014

Christmas Closures:

2014

Christmas 2014 to remain as is for Staff in the Cork Training Centre in that there will be 4 days of closure, 29, 30, 31 December and 2 January 2015. This will be taken through a mixture of annual leave, flexi leave and time in lieu.

For all other schools and centres, including Head Office, 4 annual leave days will be required for Christmas closures for 2014. All schools, centres and offices will be closed on the following dates: 24th, 29th, 30th and 31st December. All members of staff are required to reserve 4 days from a combination of their annual leave allowance and flexi time (under normal flexi rules) for this closure.

2015

Christmas 2015 will have all staff in the ETB taking 4 days annual leave over this period, the days being Christmas Eve and the days required between Christmas and New Year's Day. To ensure that the staff in the Centre do not have any loss of time there will be an adjustment of two days to the annual flexi leave total allowable in a given year to those who have flexi time and for those who don't then an annual balance of two days maximum in lieu facility (which they already have on a paper basis) will be created.

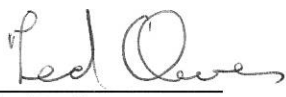
Public Holidays

2014

There are a number of different methods of treating public holidays under the Organisation of Working Time Act, all of which are to some degree in place in the organisation. For the remainder of 2014, staff may opt to keep their current arrangement e.g. if they wish to continue to take a day in lieu of the public holiday, they may do so, by prior arrangement with their manager. Staff will need to indicate at least 2 weeks in advance how they wish the public holiday to be treated. If they do not, they will be paid for the public holiday.

2015

From 1st February 2015, all staff with an entitlement will be paid in lieu of public holidays.

Signed: 
Mr. T. Owens
Chief Executive Officer

Date: 20/11/14