



Annual Leave Policy

Introduction

Dublin City University (DCU) is committed to providing an equal, inclusive and diverse environment in which all members of the University community should expect to be able to thrive and be respected and valued for their unique perspectives and contributions. This policy specifies the arrangements in place at Dublin City University for the administration and monitoring of the University's Annual Leave Policy.

Purpose

Annual Leave is provided for under the terms of the Organisation of Time Act 1997. This Policy provides employees of Dublin City University with information on their annual leave entitlements, the processes for applying for annual leave, and details of University Closure Days.

Scope

This policy applies to all employees of the University, whether they are full-time, part-time or temporary.


Policy Statement

DCU values the well-being of all employees. Employees are entitled to time away from the workplace for the purposes of rest and relaxation, having regard to the University's operational requirements.

Annual Leave Year

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

It will be normal practice for staff to take all their allowance during the leave year and only in exceptional circumstances a carry-over of up to 5 days' maximum may be allowed, where it is approved by the Head of School/Unit and by the Director of Human Resources.



Carryover in excess of 5 days' annual leave will not be permitted

University Closure Days

The University will close for a number of days over the Christmas period. Closure days may change from year to year to reflect the University's operational needs. Currently the University closes for up to 5 days at Christmas. Employees will be informed of the exact dates at least three months in advance.

The leave entitlements outlined in the table below are inclusive of Closure Days.

Annual Leave Entitlement

As part of the Government's reform programme for the Public Service, an agreement on revised annual leave arrangements between Public Service Management and the Public Services Committee of the Irish Congress of Trade Unions from 2011 sets out revised annual leave entitlements for existing staff and for staff that are promoted or newly recruited.

This Agreement was translated (following a binding Labour Court decision) into a Department of Education and Skills Circular (DES) Annual Leave Circular issued on January 31st, 2014.

As the Circular deals separately with annual leave arrangements for existing staff and for new or promoted staff a difference in annual leave entitlements applies.

New and promoted non-academic staff are defined as those appointed or promoted from 7th January 2014 onwards.

Annual Leave entitlements are outlined in the table below and are inclusive of University Closure Days.

| Annual Leave | Pre 07.01.2014 employees | New & promoted employees from 07.01.2014 |
|---|---------------------------------|---|
| | Days per annum | Days per annum |
| Academic | | |
| All Grades | 36 | 36 |
| Teaching Assistants | 23 | 23 |
| Professional (P) Grades | | |
| P7, P8, P9 | 32 | 30 |
| P6, P5A | 29 | 29 |
| P5 | 29 | 27 |
| P4 | 26 | 25 |
| P3, P2 | 25 | 23 |
| Technical Grades | | |
| Chief Technical Officer | 29 | 29 |
| Technical/Senior Technical Officer | 25 | 25 |
| Senior Lab Attendant | 25 | 25 |
| Lab Attendant | 25 | 23 |
| Library Grades | | |
| Assistant Librarian II | 32 | 30 |
| Assistant Librarian IA | 29 | 29 |
| Assistant Librarian I | 26 | 26 |
| Library Assistant 1 & II | 25 | 23 |

| Annual Leave | Pre 07.01.2014 employees | New & promoted employees from 07.01.2014 |
|-------------------------------------|---------------------------------|---|
| | Days per annum | Days per annum |
| ISS Grades | | |
| Analyst Programmer III | 29 | 29 |
| Analyst Programmer II | 27 | 27 |
| Analyst Programmer I | 26 | 25 |
| Senior Computer Operator | 26 | 25 |
| Computer Operator | 25 | 23 |
| Trainee Analyst Programmer | 25 | 23 |
| IT Customer Support | 25 | 23 |
| Research Grades | | |
| Senior/Research Fellow | 28 | 28 |
| Postdoctoral Researcher | 23 | 23 |
| Research Assistant | 21 | 21 |
| General Operative Grades | | |
| All Grades | 25 | 22 |
| Security Grades | | |
| All Grades | 25 | 22 |
| | | |
| Interns & Intra Students | 21 | 21 |

Application Process

- All employees should request and record annual leave through their CorePortal to ensure appropriate records are maintained in compliance with DCU policies and external legal requirements.
- Leave requests should be made giving advance notice to facilitate appropriate cover arrangements.
- The Head of School/Unit may wish to speak to the employee about the leave application to explore the viability of granting leave at that particular time.
- A request for annual leave must be approved, prior to the leave being taken, by the Head of School/Unit.

To find help on applying for and approving annual leave requests on the CorePortal, please visit the Core support page.

Maximum Leave Entitlement

A maximum annual leave entitlement of 32 days applies for existing non-academic employees and 30 days for new and promoted non-academic employees. These maximum entitlements are inclusive of closure days and additional leave (service) days.

Permanent Promotion

Employees permanently promoted will have an annual leave entitlement based on their respective grade as outlined in the above annual leave table.

If upon permanent promotion the annual leave entitlement is less than the entitlement at the previous grade, the employee will be able to keep their entitlement as per the previous grade.

Temporary Promotion

Employees promoted on a temporary basis will receive an annual leave entitlement equivalent to the higher grade for the duration of the temporary

arrangement. When the temporary promotion ceases, annual leave will be in line with their substantive grade.

Part-time Hourly Paid

Hourly paid employees 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 employees 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.

Public Holidays

In addition to annual leave, employees benefit from the following public holidays:

- Christmas Day
- St. Stephen's Day
- St. Brigid's Day
- St. Patrick's Day
- Easter Monday
- The first Monday in May, June and August
- The last Monday in October
- New Year's Day

Employees also benefit from Good Friday. While it is not a public holiday it is counted as an additional day.

Sickness and Annual Leave

- Certified sick leave during a period of annual leave, if notified immediately, will have the effect of cancelling authorised annual leave.
- Annual leave will not then be resumed until the employee returns to work or provides evidence of fitness to return to work.
- Uncertified sick leave during annual leave does not cancel authorised annual leave.
- A medical certificate is required where an employee wishes to commence annual leave immediately following an absence, or for any absence immediately following annual leave.

Roles & Responsibilities

The Employee

- Read this policy and be aware of their entitlements as well as their obligations
- Seek assistance, if needed, to ensure they know how to submit a leave request using the CorePortal
- Provide reasonable notice when requesting annual leave and engage in discussions regarding planning for leave and operational requirements
- Submit their request for annual leave using the CorePortal.

The Line Manager

- Read this policy and be aware of employees' entitlements
- Seek guidance and support from HR on the implementation of the policy
- Engage with the employee on planning for the leave to minimise disruption to operations/service.
- Seek assistance from HR, if needed, to ensure they can review an employee's request on CorePortal and approve as appropriate.

Human Resources

- Help ensure that employees are aware of the content of this policy
- Provide support to management on the implementation of this policy
- Provide system support of leave administration on the CorePortal.

Contact


Any queries regarding this policy should be directed to ask.hr@dcu.ie.

Tel: 01 700 5149.

Policy Review

This policy will be reviewed every 3 years or as soon as practicable after there has been a substantial change in any matter to which this policy refers.

Version Control

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|--------------------------|--------------------------------|------------------------------|--|
| Policy Name | Annual Leave Policy | |  <p>Ollscoil Chathair Bhaile Átha Cliath Dublin City University</p> |
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End.