



To: The HR Managers in Universities and Colleges

Re: Annual Leave Allowances for Staff Comprehended by Circular Letter of 31st January 2014 (REVISED ANNUAL LEAVE ARRANGEMENTS FOR STAFF EMPLOYED BY UNIVERSITIES AND COLLEGES OTHER THAN LECTURING STAFF).

Dear HR Manager,

The Department of Education and Skills directs that the following be implemented in regard to annual leave arrangements for staff comprehended by Circular Letter of the 31st January 2014:

1. Minimum number of Annual Leave days to be applied for existing staff* before the addition of up to 5.5 days for Christmas and Easter closures (*those staff in employment in a University or College on 6th January 2014).

As set out in the 2014 Circular Letter, the total allowance for the number of annual leave days for existing staff, inclusive of festival days, privilege days and holy days ranges from a minimum of 22 days to a maximum of 32 days. Worked examples of how this was to be implemented are set out in Appendix 1.

For these existing staff, a lower minimum limit of 22 days should be applied and up to 5.5 days should then be added for Christmas and Easter closures, subject to a maximum of 32 days annual leave. Arrangements should be made to retrospectively apply this arrangement to staff who may not have had their leave calculated in accordance with this sequence.

2. Annual Leave entitlements for newly recruited staff (staff appointed on or after the 7th January 2014)

It remains the position for newly recruited staff (staff appointed on or after the 7th January 2014) that they will have an annual leave entitlement as set for the grade to which they are recruited (details of leave entitlements for the various grades is attached at Appendix 2), that this will be within the band of 22 to 30 days and that festival days privilege days and holy days etc. are to be taken from this leave entitlement.

3. Annual Leave on Promotion

For existing staff who have their leave entitlements set in accordance with the 2014 Circular Letter, these staff will, upon promotion:

- Maintain their current leave entitlement, if the leave entitlement for the grade to which they are promoted is lesser than their current entitlement, subject to a maximum entitlement of 30 days annual leave.
- Those staff with a current annual leave entitlement of greater than 30 days will have their leave entitlement reduced to 30 days.

These arrangements will apply to those staff appointed to permanent posts with effect from the commencement of the 2016 leave year.

This, in effect, means that there will be three types of leave allocation arrangements for staff:

- Existing staff, who have had their leave entitlements set in accordance with the 2014 Circular Letter, within a range of 22 to 32 days.
- Newly recruited staff, who will have an annual leave entitlement as set for the grade to which they are recruited (details of leave entitlements for the various grades is attached at Appendix 1)
- Newly promoted staff who will maintain their current leave entitlement if the leave entitlement for the grade to which they are promoted is lesser than their current entitlement subject to a maximum entitlement of 30 days annual leave. Those staff with a current annual leave entitlement of greater than 30 days will have their leave entitlement reduced to 30 days.

Yours sincerely,

Philip Crosby

Principal

Appendix 1

Worked Examples on the implementation of the arrangements in Circular Letter of 31st January 2014.

I am in a grade which gets 23 days annual leave, and I get time off at Christmas and Easter, how does the 2014 Circular Letter affect me?

The staff member's annual leave allowance remains at 23 days. Christmas office closures will be counted as 4 days and Easter office closures will be counted as 1.5 days, giving a total annual leave allowance of 28.5 days.

I am in a grade which gets 30 days annual leave, and I get time off at Christmas and Easter, how does this Circular Letter affect me?

The staff member's annual leave allowance remains at 30 days. Adding in the allowances of 4 days for the Christmas office closure and Easter office closures at 1.5 days, this would give an annual leave allowance of 35.5 days. However, as there is maximum of 32 days, a staff member's new annual leave allowance will be 32 days.

Appendix 2

Annual Leave Entitlements

Grade	Days per year
Senior Executive Officer (VIII) and above	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