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# ANNUAL LEAVE

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## INTRODUCTION

1. Annual Leave is a statutory entitlement which enables members of staff to take paid time off, in accordance with the provisions of the Organisation of Working Time Act 1997 (“the 1997 Act”), with the prior agreement of their Head of Department or their designate. The 1997 Act provides for an entitlement for all employees to annual leave and public holidays. The 1997 Act specifies that employees must take their annual leave entitlement within the leave year, or with the employee’s consent, within six months of the following year.

## ELIGIBILITY

2. All categories of staff with a contract of employment in UCC are entitled to Annual Leave.

## ENTITLEMENT

3. An individual’s annual leave entitlement is detailed in their Contract of Employment.

## GUIDELINES

4. The University's leave year runs from 1 July to 30 June. To calculate entitlements for part of a year the following formula is used:

$$\frac{\text{Number of days annual leave} \times \text{Number of months worked}}{12 \text{ months}}$$

5. Christmas break shall be as prescribed by the Chief People & Culture Officer.

UCC closes for 4 working days during the Christmas period. Employees are required to take these 4 days from their total annual leave entitlement. Closure days may be changed from year to year to reflect the University’s requirements.

6. Annual Leave entitlement for employees who change grade during the leave year is adjusted accordingly.

7. Annual Leave should be taken within the leave year in which it is earned.
8. The carry over of leave into the next annual leave year can be permitted up to the maximum of 10 days (pro rata for staff who work part-time). Annual leave carried forward must be utilised within six (6) months of the start of the new annual leave year. Employees who fail to take annual leave as outlined above may be compelled to take annual leave at the request of the Head of Department subject to one month's notice.
9. Leave can only be approved when operational requirements allow for same. Requests for annual leave will be determined in accordance with the provisions of the 1997 Act.
10. Annual leave will be reinstated if, during your leave, sick leave is granted and a medical cert is produced. Annual Leave will be at the statutory minimum of 20 days pro rata if staff exceed sick leave limits and are on the TRR rate/No Pay. The statutory leave can be carried over for a period of 15 months post the leave year in which it was accrued.
11. Annual leave must be utilised in full prior to resignation or termination of contract of employment.
12. The Annual Leave entitlement for a leave year is the maximum Annual Leave allowable for that period. Annual leave is earned in accordance with the provisions of the 1997 Act and cannot be credited from future years into the current leave year.
13. Staff who wish to avail of a Career Break or Unpaid Leave must check with the Leave Advisor regarding the pro rata annual leave entitlement to the start of the Career Break/Unpaid Leave.
14. Staff who are about to retire/resign must check with the Leave Advisor regarding the pro rata annual leave entitlement to the retirement/resignation date.
15. In addition to annual leave, there are ten statutory public holidays as follows:
  1. New Year's Day
  2. St. Bridget's Day
  3. St. Patrick's Day
  4. Easter Monday
  5. First Monday in May
  6. First Monday in June
  7. First Monday in August
  8. Last Monday in October
  9. Christmas Day
  10. St. Stephen's Day
14. Good Friday is also a recognised paid days leave (College holiday) for all staff.

## PROCEDURES

### 15. *All Staff*

All members of staff receive their Annual Leave entitlement with their contract of employment.

#### **To Apply:**

Staff must apply for annual leave via Employee Self Service (ESS) for their Line Manager to approve. On Employee Dashboard, select **Book Time Off**, Under Leave Type: select **Annual Leave**, input start and end date. If you wish to take a ½ day select **Part Day**, enter the date. **Select Submit** and the leave you have requested will be sent to your Manager's Dashboard. An email will be received by the staff member once the application is submitted and a 2<sup>nd</sup> email once the annual leave is approved by the Line Manager and the balance will update on ESS. **Annual leave must be applied for at least 7 days in advance of the requested dates.**

### 16. **Annual Leave Allowances for Staff Employed before 7<sup>th</sup> January 2014**

#### Academic Staff

Annual leave entitlement is detailed in the relevant Statutory Memorandum.

#### Administrative Staff *(Full-time entitlement, applied on a pro-rata basis for part-time staff)*

- (Senior) Executive/Library Assistant/Special Language Demonstrator (1 year – 5 years service) 29 Days
- (Senior) Executive/Library (Shelving) Assistant/Special Language Demonstrator (more than 5 years service) 31 Days
- Admin V (Grade 5 and above)/Clinical Nurse Manager (all grades)/Senior Archaeologist/Student Counsellor 32 Days
- College Language Teacher 29 Days
- Course Co-Ordinator 28 Days
- Library Shelving Assistant 20 Days

#### Technical Staff *(Full-time entitlement, applied on a pro-rata basis for part-time staff)*

- (Chief/Senior) Technical Officer/Trainee Technician 27 Days
- Technical Assistant 24 Days

#### Research Staff *(Full-time entitlement, applied on a pro-rata basis for part-time staff)*

- All Grades 24 Days

Services Supervisors (Full-time entitlement, applied on a pro-rata basis for part-time staff)

- 1 years service to 5 years service 29 Days
- More than 5 years service 31 Days

All Other Categories (Full-time entitlement, applied on a pro-rata basis for part-time staff)

- Craftperson Supervisor 29 Days
- Services & Security Operative/Library  
Departmental Operative 24 Days
- Departmental Operative/Craftperson/House  
Attendant/Laboratory Aide/General Operative 26 ays

**17. Annual Leave for Existing Staff appointed/promoted to a New Role at a Different Grade after 7th January 2014.**

Current leave entitlement will be maintained if the leave entitlement for the grade to which an existing staff member is appointed/promoted is lesser than current entitlement subject to a maximum entitlement of 30 days annual leave. Where current annual leave entitlement is greater than 30 days the leave entitlement on appointment/promotion to the new role will be reduced to 30 days.

**18. Annual Leave Allowances for New Staff Employed after 7<sup>th</sup> January 2014.**

Academic Staff

Annual leave entitlement is detailed in the relevant Statutory Memorandum.

Administration Staff (Full-time entitlement, applied on a pro-rata basis for part-time staff)

- Executive Assistant/Library (Shelving) Assistant 22 Days
- Senior Executive Assistant/ Senior Library  
Assistant 23 Days
- Admin V (Grade 5)/Senior Archaeologist 27 Days
- Clinical Nurse Manager (all grades) 28 Days
- Admin III/Student Counsellor/ College Language  
Teacher 29 Days
- Admin II (Grade 6A and above) 30 Days

Technical Staff (Full-time entitlement, applied on a pro-rata basis for part-time staff)

- Technical Assistant/Trainee Technician 22 Days
- Technical Officer 25 Days
- Senior Technical Officer 29 Days
- Chief Technical Officer 30 Days

Research Staff (Full-time entitlement, applied on a pro-rata basis for part-time staff)

- Research Assistant 22 Days
- Postdoctoral Researcher 23 Days
- Senior Postdoctoral Researcher/Research Support Officer (Salary up to and including €45,000) 25 Days
- Research Fellow/Research Support Officer (Salary above €45,000) 27 Days
- Senior Research Fellow/Senior Research Coordinator/Senior Research Manager 30 Days

All Other Categories (Full-time entitlement, applied on a pro-rata basis for part-time staff)

- Departmental Operative/House Attendant/Laboratory Aide/General Operative/Services & Security Operative 22 Days
- Craftperson 24 Days
- Services Supervisor 27 Days
- Supervisor Building/Engineering/Grounds 29 Days

Leave will be applied on a Pro Rata basis for all Part time staff. All leave **must** be taken in accordance with the [Annual Leave | University College Cork](#)

## **Roles and Responsibilities**

### **a. Line Manager**

- read 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 employee in preparation for the leave to minimise any disruption to service;
- approve any necessary applications on ESS; and
- promote an environment of equality, diversity and inclusion which support family-friendly initiatives.

### **b. The Employee**

- read this policy and make themselves aware of their obligations;
- provide reasonable notice to the manager (see Point 15 above) in order for a plan to be put in place to avoid/minimise any disruption to service;
- make themselves available, where possible, and engage fully with management in planning for the period of absence to avoid/minimise any disruption to service;
- submit annual leave requests on ESS within the locally agreed timelines and;
- make themselves aware of any other relevant UCC's processes and policies that interact with this policy.

#### Related documents

- Maternity leave Policy <https://www.ucc.ie/en/hr/policies/leave/maternity/>
- Parental Leave Policy <https://www.ucc.ie/en/hr/policies/leave/parental/>
- Adoptive leave Policy <https://www.ucc.ie/en/hr/policies/leave/adoptive/>
- Paternity Leave Policy <https://www.ucc.ie/en/hr/policies/leave/paternity/>
- Parents Leave Policy <https://www.ucc.ie/en/hr/policies/leave/parents-leave/>
- Surrogacy Leave Policy <https://www.ucc.ie/en/hr/policies/leave/surrogacy/>
- Fertility Leave Policy <https://www.ucc.ie/en/hr/policies/leave/fertility-treatment/>
- Organisation of Working Time Act, 1997  
<https://www.irishstatutebook.ie/eli/1997/act/20/enacted/en/html>
- Sick Leave Policy - <https://www.ucc.ie/en/hr/policies/leave/sick/>
- Department of Education Circular dated 31 January 2014  
<https://circulars.gov.ie/pdf/circular/education/2014/08.pdf>

#### *Version history (implemented January 2025)*

<i>Version</i>	<i>Date</i>	<i>Description</i>	<i>Author</i>
<i>1</i>		<i>Policy Created</i>	<i>UCC HR</i>
<i>2</i>	<i>January 2025</i>	<i>Update to record annual leave on ESS</i>	<i>UCC P&amp;C</i>
<i>3</i>	<i>February 2025</i>	<i>Included point 13 &amp; 14</i>	<i>UCC HR</i>