



**etb**

Bord Oideachais agus  
Oiliúna Dhún na nGall  
*Donegal Education and  
Training Board*

## **ANNUAL LEAVE POLICY**

**Annual leave in the ETB sector is set by the terms of Department of Education Circular 08/2014. All Staff are comprehended by the terms of this Circular other than Teachers, Tutors, SNAs, Youthreach Resource Persons and Youthreach Co-ordinators.**

<b>Policy Reference</b>	<b>DLETB/21/001</b>
<b>Revision Number</b>	<b>01</b>
<b>Date of Issue</b>	<b>March 2021</b>
<b>Effective From</b>	<b>1<sup>st</sup> January 2021</b>
<b>Assigned review period</b>	<b>18 Months</b>
<b>Review Date</b>	<b>1<sup>st</sup> September 2022</b>

## Table of Contents

1. [Introduction](#)
2. [Scope of the Policy](#)
3. [Purpose of Annual Leave Policy](#)
4. [Annual Leave Entitlements for Full Time Staff](#)
5. [Calculating Statutory Annual Leave for Part-time Staff](#)
6. [Role of Staff Member](#)
7. [Role of the Line Manager](#)
8. [Role of the HR Department](#)
9. [Requesting Annual Leave](#)
10. [Procedures leading up to the processing of Annual Leave](#)
11. [Approving/Declining Annual Leave Requests](#)
12. [Communicating Annual Leave Arrangements](#)
13. [Submitting Annual Leave Records to the HR Department](#)
14. [Cancelling Annual Leave](#)
15. [Management of Carryover Leave](#)
16. [Changes to Annual Leave Entitlement](#)
17. [Fractions of Day/Hours Entitlement](#)
18. [Certified Sick Leave and Annual Leave](#)
19. [Maternity Leave/Adoptive Leave](#)
20. [Parental Leave](#)
21. [Carer's Leave](#)
22. [Office Closures/Shutdown](#)
23. [Annual Leave on Termination of Employment](#)
24. [Public Holidays](#)
25. [Policy Review.](#)
26. [Further Information](#)

[Appendix 1: Examples of measures to utilise carryover Leave](#)

[Appendix 2: Operating Procedures for recording Annual Leave Sheets for Staff](#)

## **I. Introduction**

- I.1. Donegal ETB's overall aim as an employer is to ensure a working environment which both protects and promotes health and safety and encourages a caring, responsible and supportive work culture. Central to all Donegal ETB's procedures are the principles of staff participation and commitment from management.
- I.2 This Annual Leave Policy provides a framework for the utilisation of Annual Leave. As a responsible employer, Donegal ETB must ensure that staff members take their full annual leave entitlement within the prescribed Leave Year and enjoy the terms and conditions to which they are entitled to maintain staff wellbeing and to ensure staff are able to perform at an optimum level in their role within the organisation.
- I.3 This Policy was written with the following principles in mind:
- Annual Leave should be taken regularly throughout the year subject to the needs or exigencies of the headquarters to which the staff member is assigned.
  - Annual Leave requests will be considered fairly, promptly and consistently.
  - Every effort will be made to agree Annual Leave requests subject to the operational needs of Donegal ETB, Staff requirements and reasonable notice of Leave.
  - Annual Leave contributes to both the wellbeing of the employee and the organisation.
  - Donegal ETB promotes transparency and equity across the organisation
  - Donegal ETB will adhere to the Organisation of Working Time Act, 1997 as it applies to Annual Leave.
- I.4 Annual leave is paid leave.
- I.5 Section 20 of the The Organisation of Working Time Act, 1997 sets out the times in which Annual Leave is granted.

## **2. Scope of the Policy**

Annual leave in the ETB sector is set by the terms of Department of Education circular 08/2014. In the ETB Sector the Grades not comprehended by this Circular are Teachers, Tutors, SNAs, Youthreach Resource Persons and Youthreach Co-ordinators.

## **3. Purpose of Annual Leave Policy**

The Policy is to ensure that planning of staff leave occurs in a way that allows all staff to take leave at appropriate times while maintaining the minimum staffing requirements for the efficient functioning of the Department to which the employee is assigned.

#### **4. Annual Leave Entitlements for Full Time Staff.**

- 4.1 **Entitlements:** Annual Leave entitlements for full time staff are outlined in the employee's contract of employment, as approved by the Department of Education, or as per the calculation methods outlined in the Organisation of Working Time Act, 1997.
- 4.2 **Qualifying Period:** There is no qualifying period for annual leave and all staff members, regardless of status or service, qualify for paid annual leave.
- 4.3 **Calculating Leave:** In calculating the number of days holidays to which an employee is entitled pursuant to the Act, the following will be included: all hours worked including time spent on annual leave, maternity leave, parental leave, force majeure leave, adoptive leave or the first 13 weeks of carer's leave.
- 4.4 **Notification of Annual Leave Entitlements to Staff by HR:** The HR Department will arrange to make available, within the first Quarter of the Leave Year, the Annual Leave Entitlements of Staff, subject to the return of the completed Annual Leave Sheet in respect of the previous Leave year.
- 4.5 **Commencing part-way through the Year:** When a staff member starts or finishes part way through the year, their annual leave entitlement will be calculated on a pro rata basis for the number of weeks' service. The full year entitlement will be divided by 52 weeks to get the weekly entitlement. This figure will then be multiplied by the number of weeks' service to give the part year entitlement to include a rounding up to the nearest half/full day where applicable.
- 4.6 **Service and Annual Leave:** Following eight (8) months' work, a staff member is entitled to two (2) consecutive weeks which may include one or more Bank Holidays.
- 4.7 **Unbroken Leave:** Donegal ETB strongly advises and encourages staff to avail of an unbroken period of two (2) working weeks in any Leave Year in order that staff may avail of sufficient time to relax and rest in advance of returning to work and any variation to the foregoing should only be agreed in exceptional circumstances in consultation with your Line Manager.
- 4.8 **Management of carryover Leave:** Please refer to [Section 15](#):
- 4.9 **Certified Medical Leave and Annual Leave** Please refer to [Section 18](#):
- 4.10 **Public Holidays:** Please refer to [Section 24](#).

#### 4.11 **Annual Leave Calculations for Job Share/Work Share/Unpaid Leave.**

Subject to the provisions of the Organisation of Working Time Act an employee's annual leave will be reduced, should they avail of Job Share, Work Share or Unpaid Leave during the course of their full time employment;

4.11.1 **Job Share** (where an employee shares a whole-time post on a 50:50 basis).  
Annual Leave will be calculated on a pro rata basis to full time staff.

4.11.2 **Work Share:** The annual leave allowance of a person Worksharing (e.g. working 4 days per week) will be adjusted pro-rata his/her agreed attendance regime.

4.11.3 **Unpaid Leave:** The annual leave entitlements of an employee will be reduced on a pro rata basis for unpaid leave (e.g. Shorter Working Year). Unpaid leave is not counted in calculating leave entitlement with the exception of maternity, adoptive, and parental leave which under current legislation is counted.

Queries in respect of Annual leave entitlements should be directed to [hr@donegaletb.ie](mailto:hr@donegaletb.ie).

#### 5. **Calculating Statutory Annual Leave for Part Time Staff.**

5.1 The Organisation of Working Time Act 1997 sets out Statutory Annual Leave entitlements and is the normal method used for calculating annual leave for part time staff i.e.

- 4 working weeks in a leave year in which the employee works at least 1,365 hours (unless it is a leave year in which he or she changes employment), or
- 1/3 of a working week per calendar month that the employee works at least 117 hours, or
- 8% of the hours an employee works in a leave year (but subject to a maximum of 4 working weeks).

5.2 Generally, the annual leave for part-time workers is calculated using the third method above i.e. 8% of hours worked.

5.3 The method of calculation used will be the calculation which gives the employee the greatest Annual Leave entitlement. When calculating the annual leave, the following hours will be included: hours worked including time spent on annual leave, maternity leave, adoptive leave, parental leave, force majeure leave, or the first 13 weeks of carer's leave.

## **6. Role of the Staff Member**

It is the role of each staff member applying for leave:

- 6.1 To be familiar with the annual leave Policy and comply with the provisions as outlined therein,
- 6.2 To seek approval from the Line Manager suitably in advance of the requested Annual Leave dates,
- 6.3 To be aware that it may not be possible for Line Managers to approve all requests for annual leave for operational reasons to include when the leave is requested at the same time as other staff, or at peak times when a minimum number of staff will be required to be at work to ensure the needs of the organisation are met.
- 6.4. To take responsibility for planning their annual leave in advance of the dates being requested and work cooperatively with Line Managers in the timing of annual leave.
- 6.5 To work cooperatively with Line Managers to ensure that leave balances are within maximum limits.
- 6.6 Staff will normally take their unbroken Annual Leave at times when the School/College/Centre is closed to post primary and adult students i.e at Mid Term, Halloween, Christmas, Easter and Summer Holidays. Requests by staff for annual leave outside of these periods will be done well in advance of the requested leave and will be considered in line with the needs of the service and in consultation with the Line Manager.
- 6.7 Staff should not book holidays/flights until such time as annual leave has been requested and approved by the Line Manager. Staff should be mindful that other work colleagues in the same work area may already have their Annual Leave application approved for the same period.
- 6.8 To ensure that local arrangements will seek to balance the needs of staff, students and the needs of the service fairly and will not be unduly disruptive.
- 6.9 Staff should arrange to maintain a record of annual leave taken on the official ETB Leave sheet as issued by the HR Department.

## **7. Role of the Line Manager**

- 7.1 The Line Manager in this context includes Chief Executive, Director, Adult Education Officer, Heads of Department, Principals, Centre Managers and Coordinators. The above named Line Managers may also nominate another Senior Manager within their Department to act as Line Manager for the approval of Annual Leave.
- 7.2 Annual leave requests from employees are subject to the approval of the Line Manager.
- 7.3 Where the Line Manager requires an employee to take annual leave the Line Manager must consult with the employee, or the trade union (if any) of which he or she is a member, not later than one (1) month before the day on which the annual leave is required to commence. The employee may choose to waive the one-month notice period and take the annual leave on a voluntary or agreed basis.

#### 7.4 It is the role of each Line Manager:-

- 7.4.1 To acknowledge the employee's entitlement to Annual Leave as set out in the contract of employment/ Organisation of Working Time Act, 1997.
- 7.4.2 To acknowledge the health and wellbeing of staff and the need for downtime which can be accomplished while on Annual Leave.
- 7.4.3 To consider and sign off on applications for annual leave.
- 7.4.4 To keep a record of Annual leave taken by Staff
- 7.4.5 To ensure that all staff avail of their entitlements to annual leave within the leave year normally set from January to December.
- 7.4.6 To ensure that all staff members are aware of and familiar with the annual leave procedure.
- 7.4.7 To ensure that staff members are aware of who is authorised to agree annual leave arrangements
- 7.4.8 To advise the Human Resources Department of who, other than the Line Manager, is authorised to agree annual leave.
- 7.4.9 To work cooperatively with staff members in the scheduling of annual leave.
- 7.4.10 To utilise staff annual leave sheets held locally/flexi leave system to monitor and ensure that staff members, who have outstanding annual leave, agree a plan for taking this leave within the leave year.
- 7.4.11 To communicate with staff in relation to any restrictions to periods of annual leave having consulted with staff at least one month in advance of the leave
- 7.4.12 To ensure that local arrangements will seek to balance the needs of staff members and the needs of the service fairly and will not be unduly disruptive.
- 7.4.13 To have a sufficient minimum number of staff at work particularly during peak times when service delivery is essential. This peak period will differ from School/Centre/Department to School/Centre/Department
- 7.4.14 To be aware that it may not be possible for Line Managers to approve all requests for annual leave for operational reasons to include when the leave is requested at the same time as other staff, or at peak times when a minimum number of staff will be required to be at work to ensure the needs of the organisation are met.
- 7.4.15 Acknowledging the efforts made by Staff in supporting Managers during busy work periods where everyone is pulling together to support each other and Donegal ETB.

#### 8. The Role of the HR Department.

It is the role to the Human Resources Department to:

- 8.1 To maintain accurate up to date annual leave records.
- 8.2 To issue Annual Leave entitlements within the Quarter 1 of the Leave Year.
- 8.3 To provide information to line managers to support implementation of the Policy

- 8.4 To ensure that this Annual Leave Policy is compliant with all relevant annual leave legislation.
- 8.5 To monitor the effectiveness of the Annual Leave Policy and ensure that it is being applied consistently throughout the organisation.

## **9. Requesting Annual Leave**

- 9.1 Annual Leave should be taken each year at times mutually agreed between the Line Manager and the staff member, taking into account the needs of staff, post primary and adult students and the needs of the service.
- 9.2 Staff members who operate a TMS (Time Management System) must submit requests for annual leave through the relevant system suitably in advance of the dates being sought after discussion or email correspondence with the line manager has taken place beforehand,
- 9.3 It may be necessary, in exceptional circumstances, to restrict annual leave due to the priority needs of the organisation.
- 9.4 Staff members should make every effort to provide as much notice as possible, in line with local arrangements. Where short notice is given, it may not be possible for a Line Manager to accommodate an annual leave request.
- 9.5 Staff members should not book holidays until annual leave has been requested and approved as other staff members in the same area may have had annual leave pre approved for the same period.
- 9.6 Staff who are attached to Student/Learner based Schools/Centres should avail of annual leave entitlements at times when the school/college/centre is closed to students/adult learners in consultation with their Line Manager. This includes periods during Summer closures, Halloween, Mid Term Breaks and Christmas/New year.
- 9.7. Exceptional circumstances may arise that affect an employee's Annual Leave arrangements, for example travel restrictions, flight/holiday cancellations. This may result in untaken Annual Leave which will be managed in accordance with Section 14 of this document.

## **10. Procedures leading up to processing Annual Leave.**

- 10.1 Line Managers must identify and communicate with Staff within their Department/Work Area the peak periods of service delivery and periods where the service delivery is at a reduced level. This should include upcoming timeframes and deadlines attached to the implementation of New Systems, Project Work or to clear backlogs.



- 10.2 Line Managers should communicate this to employees as soon as possible for the purposes of ensuring that business continuity is not impacted and that a minimum number of staff are required to remain at work during peak service delivery periods.
- 10.3 In some cases, it may be possible for Staff within a work area to agree among themselves on Annual Leave arrangements which ensure that staff can avail of Annual Leave and that the required minimum number of staff remain at work to comply with service delivery requirements. Any decision to approve/decline annual leave rests with the Line Manager.
- 10.4 Staff shall notify their Line Manager in writing or via the on-line Time Management System (TMS) of their intended Annual Leave arrangements following the consultation process with them.
- 10.5 Line Managers will confirm in writing on the Annual Leave Sheet or via the on-line Time Management System whether applications for Annual Leave have been approved or declined. The Line Manager will meet with individual staff to provide the reasons why Annual Leave has been declined which will be followed up in writing or via the on-line TMS to the employee.
- 10.6 Applications of more than two weeks Annual Leave block will only be considered by the Line Manager when the Line Manager is satisfied that:
- All Staff members within a Department have had the opportunity to avail of their annual minimum block of two weeks Annual Leave, and
  - that the minimum number of staff are available to work to ensure business continuity.
- 10.7 The CE reserves the right to transfer staff temporarily to cover essential priority services, if the need arises.
- 10.8 Staff who wish to appeal decisions where their application for Annual Leave is declined should do so by email to the relevant Director.
- 10.9 The decision of the Director will be final.

## **11. Approving/Declining Annual Leave Requests from Staff.**

- 11.1 Requests for annual leave must be responded to, by the Line Manager, generally not later than five (5) working days from receipt of the request.
- 11.2 Any decision by a Line Manager to approve/decline annual leave should be made following consideration of work requirements and the need for the staff member to reconcile work and any family responsibilities and the opportunities for rest and recreation available to the staff member.
- 11.3 If a request for annual leave is declined, the Line Manager will discuss the reason for the refusal with the staff member. If the staff member remains dissatisfied with the reason for

the refusal, the staff member may appeal the decision to the relevant Director by email and cc the Line Manager of their intention to do so. The decision of the Director will be final.

## **12. Communicating Annual Leave arrangements.**

12.1 Once leave is approved it is the responsibility of the employee to communicate the period of their Annual Leave on all relevant systems, as agreed by local Management, including:-

- (a) Updating the Internal Office Calendar or other locally agreed system.
- (b) Updating the Vacation Responder located in email setting which sends an automated reply to incoming email messages, and
- (c) Updating a recorded message on the employee's work desk telephone.

The above communications serves to improve both internal and external customer service while the employee avails of annual leave entitlements.

12.2 Contact with employees while on Annual Leave should occur only in exceptional circumstances for urgent situations subject to the employee being made aware that such circumstances may arise on an exceptional/urgent basis and subject to the relevant Line Manager making the final decision to contact the employee while on annual leave. Contact should be kept to a minimum preferably by way of email or mobile text to the employee or by the method agreed by the employee prior to taking leave.

## **13. Submitting Annual Leave Records to the Human Resources Department**

13.1 It is the Line Manager's responsibility to keep accurate records of all approved Annual Leave for Staff for each Leave Year.

13.2 The employee should be aware of his/her total annual leave days taken and the total balance due to be taken at any given time within the Leave Year, including a number of Annual Leave days (normally 4 days) that are automatically assigned as mandatory for school/college/centre closures in December for Christmas i.e. 24th, 27th, 30th and 31st December. Confirmation of all Annual Leave will be as per the Official Annual Leave Sheet or per the on-line Time and Attendance System.

13.3 For Staff who process annual leave via their Line Manager on Annual Leave Sheets:

It is the Line Manager's responsibility to ensure that the completed annual leave Sheet for all relevant employees is submitted to the Human Resources Department by the deadline outlined by the HR Department. All sections must be fully completed to include:

- Date(s) of leave requested and approved for the Leave Year.
- The number of days/hours requested for the Leave Year and the balance remaining must be recorded for each entry

- Any carryover balance into the next Leave Year, if any. This would normally reflect a zero balance unless the employee was prohibited by the Line Manager to avail of his/her leave due to exceptional circumstances as outlined by the Line Manager.
- Annual Leave must be approved by the Line Manager or a designated appointee.
- The date of approval must occur prior to the Annual Leave being taken.

If an Annual Leave Sheet is not fully completed, it will be returned to the Line Manager by the Human Resources Department for completion.

#### 13.4 For Staff who submit their Annual Leave via the CORE/TMS System

Annual leave must be applied on the relevant CORE/TMS (Time Management System) for the approval of the Line Manager in accordance with the agreed procedures.

### 14. **Cancelling Annual Leave**

In the event that a staff member wishes to cancel annual leave that has already been approved, the staff member should submit their application to cancel annual leave by way of telephone call or face to face discussion, with their Line Manager in the first instance. This must be followed up by email to their Line Manager setting out the date(s) and reason(s) for cancelling annual leave.

Staff who operate a TMS (Time Management System e.g. CORE) will have their Annual Leave records amended following notification of confirmation of the cancellation from the Line Manager to the HR Department by email to [hr@dongaletb.ie](mailto:hr@dongaletb.ie).

### 15. **Management of carryover Leave**

15.1 All Staff should avail of their full contractual annual leave entitlement during the leave year in which they fall due. Any variation of this should only be agreed in exceptional circumstances in consultation with your Line Manager.

15.2 Carryover Leave:

#### **15.2.1 Normal carryover leave - 5 days**

The number of normal carryover days in any one year will be five (5) days maximum subject to Line Manager approval.

- The (5) days carryover to be cleared within the first six months of the Leave Year into which it is carried.

#### **15.2.2 Exceptional Circumstances - Additional 5 days.**

The number of carryover days in any one year, where exceptional circumstances arise, will result in an additional 5 days being approved for carryover subject to Line Manager approval in consultation with the HR Department.

- A minimum of (5) days to be cleared within the first six months of the Leave Year into which it is carried and the balance, not exceeding 10 days, to be cleared by the 31st December.

### **15.2.3 Carryover leave while on Statutory Leave.**

Please refer to Sections 19, 20 and 21 of this Policy in respect of carryover leave for staff on Statutory Leave.

All Annual leave must be approved in advance by the Line Manager.

- 15.3 Donegal ETB will not make a taxable compensation payment in lieu of annual leave entitlement, except in exceptional documented circumstances.

Examples of measures to reduce accrued carryover leave are attached at Appendix I

## **16. Changes to Annual Leave Entitlement**

A staff member's annual leave entitlement may change part way through the leave year, for example, due to a change in contracted hours, a promotion or job share/work share arrangements. In such circumstances, the annual leave entitlement is proportionate to the number of weeks before and after the date on which the entitlement changes.

## **17. Fractions of Day/Hours Entitlement**

The recording and calculation of Annual Leave for staff is processed on the CORE HR System administered by the HR Department. Staff working less than full time hours will have their leave calculated within the set parameters of the CORE system which may work out as a fraction of days/hours. In such cases the HR Department will reflect any shortfall to bring Annual Leave fractions to the nearest half day or full day.

## **18. Certified Sick Leave and Annual Leave.**

The Organisation of Working Time Act, 1997 stipulates that absence, covered by a medical certificate, occurring during a period of annual leave, may not be counted as making up part of annual leave. It must instead be counted as sick leave and as such will be dealt with under the relevant sick leave Department Circulars.

Statutory annual leave entitlement accrues during a period of certified sick leave. An annual leave carryover period of 15 months, after the end of that leave year, will apply to those staff members who could not, due to certified illness, take annual leave during the relevant leave year.

## **19. Maternity Leave/Adoptive Leave**

Annual Leave entitlements are accrued while a staff member is on paid and unpaid maternity/adoptive leave in accordance with the procedures set out for the relevant Statutory Leave.

Staff, in consultation with the Line Manager, will arrange to clear half of the accrued leave within the first six (6) months of returning from statutory leave and the balance cleared within twelve (12) months.

In exceptional circumstances the period in which to clear the accrued statutory leave may be extended by a further six months only.

Line Managers must arrange to consult with staff shortly after their return from Statutory Leave to agree a plan for the taking of Annual leave.

## **20. Parental Leave**

Annual Leave entitlements are accrued while a staff member is on parental leave in accordance with the procedures set out for the relevant Statutory Leave.

Staff will arrange to clear half of the accrued Parental leave within the first six (6) months of returning from statutory leave and the balance cleared within twelve (12) months.

In exceptional circumstances the period in which to clear the accrued statutory leave may be extended by a further six months only.

Line Managers must arrange to consult with staff shortly after their return from Statutory Leave to agree a plan for the taking of Annual leave.

## **21. Carer's Leave**

Annual Leave entitlements are accrued for the first 13 weeks while a Staff member is on Statutory Carer's leave in accordance with the procedures set out for the relevant Statutory Leave.

Staff will arrange to clear this leave within six (6) months of their return from Carer's Leave.

Line Managers must arrange to consult with staff shortly after their return from Statutory Leave to agree a plan for the taking of Annual leave.

## **22. Annual Leave and Closures**

### **22.1 Office/School/Centre Closures**

Donegal ETB reserves the right to close offices/schools/centres at particular times of the year during holiday periods. Closures by Donegal ETB, aside from Public Holidays must be taken as annual leave.

### **22.2 Christmas Closure**

The number of annual leave days required in December for Christmas holiday closures is normally 4 days including 24th, 27th, 30th and 31st December. [Note 25th and 26th December are Public Holidays and are not recorded as Annual Leave]. The number of approved days may change from year to year. These 4 days are automatically assigned as mandatory for school/college/centre closures and as such are incorporated into the employee's annual leave entitlements. Therefore staff should note at the beginning of the Leave year that these 4 days will be deducted from their total annual leave entitlements.

### **22.3 Notification of Donegal ETB Mandatory Closures**

Days which are automatically assigned as mandatory closure and incorporated into annual leave entitlements for staff on an annual basis are approved by Donegal ETB in January/February of each year. Notification of the approved closure dates will be issued by the Human Resources Department to Line Managers for circulation to relevant employees.

## **23. Annual Leave on Termination of Employment**

A Staff member whose contract is terminating must, where possible, take all remaining annual leave during the notice period, by agreement with their Line Manager. Any outstanding Annual Leave which the Line Manager determines the employee cannot avail of prior to termination will be paid to the employee in lieu of the outstanding Annual Leave. However this should only occur in very exceptional circumstances and the number of untaken Annual Leave days kept to an absolute minimum.

## **24. Public Holidays**

24.1 There are currently nine Public Holidays in each leave year. A staff member may be entitled (see qualification criteria below) to a benefit for these days in line with current legislation.

The nine days are:

- New Year's Day (1 January)
- St. Patrick's Day (17 March)
- Easter Monday
- First Monday in May
- First Monday in June

- First Monday in August
- Last Monday in October
- Christmas Day (25 December)
- St. Stephen's Day (26 December)

In respect of a public holiday the employee is entitled to whichever of the following his/her employer determines in accordance with the provisions of the Organisation of Working Time Act 1997:

- a) a paid day off on that day
- b) a paid day off within a month of that day
- c) an additional day of annual leave
- d) an additional day's pay

Good Friday, Christmas Eve and New Year's Eve are not Public Holidays.

24.2 Part time staff, or established staff who work less than full time hours, will receive a public holiday benefit provided they fulfil the criteria of having worked at least 40 hours in the preceding five (5) weeks up to the day before the Public Holiday.

24.3 Where the part-time staff member, or established staff member working less than full time hours, has met the criteria to receive a public holiday benefit and that staff member would normally be scheduled to work on the day that the Public Holiday falls then the staff member will receive payment for the hours normally worked on that day.

24.4 Where the part-time staff member, or established staff member working less than full time hours, has met the criteria to receive a public holiday benefit and that staff member is not scheduled to work on the day the Public Holiday falls then he/she is still entitled to a public holiday benefit the value of which will be reduced to equate to one fifth ( $1/5^{\text{th}}$ ) of the employee's normal weekly working hours.

**Example where the employee is not scheduled to work a Bank Holiday.**

- Mary works a four day workshare arrangement as an administrator for 29.6 hrs/week.
- Mary's Work Share Day is a Monday where she is not scheduled to work Mondays.
- Monday 3rd May 2021 is a Bank Holiday and her Line Manager determines that Mary meets the criteria for a public holiday benefit if she has worked at least 40 hrs in the preceding five weeks up to the day before the Public Holiday.
- Mary would be entitled to a public holiday benefit equal to one fifth of her normally working hours i.e one fifth of 29.6 hrs = 5.92 hrs (5 hours and 55 minutes rounded up to 6 hours) to be taken as paid leave within one month from the date of the Bank Holiday or as determined by the Line Manager in meeting the needs of the service.

**25. Policy Review**

A review of the Annual Leave Policy will be conducted by the HR Department in September, 2022 after a period of 18 months from the date of issue of this Policy. Donegal ETB will honor the Annual Leave entitlements of Staff which may, in the intervening period, be superseded by amending Department of Education Circulars, Collective Agreements, and/or Employment Legislation which apply to the Education and Training Board Sector.

**26. Further Information**

Further Information in respect of Annual Leave should be addressed in the first instance to the Line Manager. Further queries may be addressed to the HR Department to [hr@donegaletb.ie](mailto:hr@donegaletb.ie).

Date: March, 2021



**Examples of measures to reduce the accrual of Annual leave days arising from carryover leave.**

- Placing the employee on annual leave on one or more holiday periods that coincides when Schools/Colleges/Centres are closed to post primary and adult students e.g. Halloween, Christmas, New Year, Mid Term, Easter and Summer.
- Working a shorter week e.g. 3 or 4 days per week.
- Working a shorter week on alternate weeks.
- Using a combination of two or more of the above.
- Another agreed arrangement between the employee and Line Manager.

The employee and Line Manager will meet and agree in writing of the measures to be used to reduce any accrual of Annual Leave.

It is the role of the Line Manager to ensure Staff avail of their contractual Annual Leave and the above measures should be applied to manage and reduce any accrual of Annual Leave arising.

**Operating Procedures for the processing of Annual Leave Sheets as issued by the HR Department on an annual basis to School/College/Centres where a TMS (Time Management System) is not in operation for the Staff member.**

The following information is contained in Annual Leave Sheets issued by HR for the above Staff.

Leave Year: The Donegal ETB Annual Leave Year runs from 1 January to 31 December inclusive. All annual leave for the year should be taken within these dates. Only in exceptional circumstances will carryover leave be allowed and approval must be sought in advance, by the Line Manager/HR as appropriate.

**Operating Procedures**

1. It is policy to provide each member of staff with sufficient annual leave to allow for a significant period of rest and relaxation away from the requirements of the job.
2. Annual leave should be organised in order to ensure that staff take ten unbroken days leave for their holidays. Any variation to the foregoing should only be agreed in exceptional circumstances in consultation with your Line Manager.
3. A new leave sheet must be used each new leave year.
4. Application for annual leave must be made to the line manager by submitting the leave sheet, containing details of the leave being sought, and receiving approval, before leave is taken.
5. The Principal/Co-ordinator/Director/Line Manager may approve annual leave, subject to operational requirements.
6. The overall plan for annual leave within departments should be submitted to the Principal/Co ordinator/Director/Line Manager as early as possible in the leave year. This will contribute to the provision of adequate staffing levels during peak holiday times.
7. Completed leave sheets must be submitted to the Human Resources Division at the end of each leave year.

Annual Leave Queries should be addressed to the Line Manager in the first instance.

Additional queries should be directed to [hr@donegaletb.ie](mailto:hr@donegaletb.ie)