



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



REVISED ANNUAL LEAVE ARRANGEMENTS FOR STAFF EMPLOYED BY UNIVERSITIES AND COLLEGES OTHER THAN LECTURING STAFF.

Introduction

1. I am directed by the Minister for Education and Skills to refer to the agreement on revised annual leave arrangements between Public Service Management and the Public Services Committee of the Irish Congress of Trade Unions dated 14th December 2011.
2. The agreement sets out revised annual leave entitlements for existing staff and for staff that are promoted or newly recruited. The details of these revised arrangements are set out below.
3. Additional historically based local leave arrangements such as for example festival and race days, privilege days, Church holy days, etc. are now abolished. In circumstances where staff wish to take leave for such purposes it must now be taken from their annual leave allowance.
4. For all staff (existing, newly recruited staff and promoted staff), these new annual leave arrangements will now incorporate all office closures (other than normal public and bank holiday arrangements and Good Friday).
5. In accordance with Labour Court Recommendation No. LCR 20679 a list of excluded categories from this Circular Letter should be devised by management at local level and the unions concerned should be supplied with the list. In the University and College sector, lecturing grades are not comprehended by this Circular Letter. No other grades or staff can be excluded from the operation of this Circular Letter unless specific sanction is sought and received from the Department of Education and Skills.
6. The taking of annual leave by staff is always subject to the exigencies of the work, the Organisation of Working Time Act, 1997 and any rules for the granting and carry over of leave.
7. As provided for in section 19 of the Organisation of Working Time Act 1997, part-time staff will have their total inclusive annual leave allowance and any appropriate compensation leave calculated on a pro-rata basis.

Arrangements for Existing Staff

8. With effect from 7 January 2014 the total allowance for the number of all annual leave days, inclusive of for example festival and race days, privilege days, Church holy days, etc., which may be applied in respect of existing staff will range from a minimum of 22 to a maximum of 32 days depending on grade. Existing staff while they remain in their current grades will retain their existing leave allowance subject to the total, including festival and race days, privilege days, Church holy days, etc., not exceeding the overall ceiling of 32 days.
9. Grades with a current total inclusive annual leave allowance in excess of 32 days will be brought within that maximum with effect from 7 January 2014.

10. Where appropriate, a once-off compensation mechanism will operate for annual leave allowances reduced from in excess of 32 days. The compensation formula of time-off calculated at 1.5 times the annual loss will apply in such cases.
11. For the purposes of calculation and incorporation of pre-existing office closures into new annual leave arrangements for existing staff, Christmas office closures should be calculated at 4 days and Easter office closures should be calculated at 1.5 days.

Arrangements for Newly Recruited and Promoted Staff

12. With effect from 7 January 2014 personnel will on recruitment or promotion be placed with immediate effect on a new standardised annual leave band with a minimum of 22 days and a maximum of 30 days. No festival and race days, privilege days, Church holy days, etc. are allowable in addition to the annual leave allowance. In circumstances where staff wish to take leave for such purposes it must be taken from their annual leave allowance. Furthermore, where office closures now occur (other than normal public and bank holiday arrangements and Good Friday) annual leave must be taken from within the new annual leave entitlement.
13. For those existing employees who at any time in the future lose annual leave days on promotion then the standard compensation formula of time off calculated at 1.5 times the annual loss will apply on a once-off basis at the time of promotion.
14. Each Organisation will arrange to band their respective staffing grades within the range of the minimum and maximum annual leave allowance based on the analogous grades in their organisation.
15. The following table is a guideline to the banding arrangements for 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

Arrangements for Staff who are Redeployed

16. Staff who are redeployed to a public service sector or organisation with less annual leave may be compensated with time off on a personal-to-holder basis calculated at 1.5 times the annual loss. The timing of this arrangement will be subject to the business needs of the recipient organisation.

Date of Implementation for Revised Arrangements

17. The implementation date for the revised Annual Leave arrangements for all relevant staff is 7 January 2014.

Amendment of Existing Circular Letters

18. All previous circular letters, setting out the terms of annual leave, applicable to all relevant grades of staff, are superseded by these new arrangements.

Notification

19. Please ensure that copies of this circular letter are provided to all members of the University or College and its contents are brought to the attention of all relevant staff in your employment, including those on leave of absence.

Philip Crosby
Principal Officer

31st January 2014