



TITLE: ANNUAL LEAVE POLICY

Effective Date	13 December 2017	Version	1
Approved By	Management Board	Date Approved	13 December 2017
		Review Date	13 December 2020 <i>or as required</i>
Superseded or Obsolete Policy / Procedure(s)		Owner	
		Human Resources	

1. Purpose of Policy

The *Annual Leave Policy* sets out the annual leave arrangements for Academic and Support staff of Carlow College, St. Patrick's (hereafter Carlow College) in accordance with the *Organisation of Working Time Act 1997*.

This Policy also aims to give staff and their Line Managers clarity on annual leave entitlements. This policy document also sets out the procedures for the taking of annual leave in the organisation. There is an onus on Line Managers to ensure that their staff take their annual leave entitlement having regard for the staff member's opportunity for rest and relaxation.

1.1 Entitlement

The annual leave year runs for twelve months from September to August each year. Staff members who work part-time or for a proportion of the leave year will have pro-rata entitlements to annual leave. Annual leave entitlements are granted in accordance with the terms of the *Organisation of Working Time Act 1997*. Annual leave entitlements which are set out in this policy are subject to change from time to time.

2. Definitions

Annual Leave: Your entitlement to annual leave or holidays from work is set out in legislation and in your contract of employment (*Organisation of Working Time Act 1997*). Annual leave is a paid leave entitlement of four of your working weeks, i.e. twenty days and forty days (eight weeks) for full time academic staff. This is pro-rata for part-time employees.

Public & Bank Holidays: Public holidays are in addition to annual leave, i.e. nine days per year. Please note that Good Friday is not a public/bank holiday.

3. Scope of Policy

All employees of Carlow College are entitled to Annual Leave and must adhere to this Policy, the legislation surrounding annual leave and the related and subsequent practices and procedures demonstrated in this Policy.

4. Policy Statement

All employees working under a contract of employment are entitled to annual leave. Carlow College's *Annual Leave Policy* demonstrates the College's commitment to staff members' rest and health and wellbeing and compliance with the *Organisation of Working Time Act 1997*. The College recognises that employees need time off from work for rest and relaxation and to reconcile any other commitments. However, the taking of annual leave should be planned in advance, in order to allow the College sufficient time to arrange cover for the absence of employees. Thus, before making a holiday commitment, employees must consult with their Line Manager when taking time off and must thereafter, adhere to the practices and procedures outlined in the appendices of this Policy. This Policy further clarifies the roles and responsibilities of staff members, Line Managers, Leave Administration, Payroll and Human Resources in the effective management of Annual Leave.

This Policy document sets out the procedures for the taking of annual leave within Carlow College.

5. Roles and Responsibilities

5.1 Human Resources Office

HR holds responsibility for this Policy and any subsequent practices and procedures thereafter. Leave Administration is responsible for the administration and recording of annual leave.

5.2 Line Management Responsibilities

Line Managers have the following responsibilities:

- Managers are responsible for ensuring that their staff take their annual leave entitlement having regard for the staff member's opportunity for rest and relaxation.
- Management are responsible for ensuring that both they and their staff understand the policy, its practices and procedures.
- Managers are required to regularly review employees' annual leave balance and make every effort to ensure that employees can avail of their outstanding leave in the current leave year.
- Managers are required to adhere to the policy and procedures of the annual leave policy.
- Managers when on annual leave, will nominate an individual to manage annual leave in their absence.

5.3 Staff Responsibilities

All college staff members have the following responsibilities:

- All staff of Carlow College are responsible for ensuring that they understand and adhere to the Annual Leave policies and procedures.
- All staff should regularly review their annual leave balance.
- All staff should take their annual leave within the leave year.
- All staff should complete the relevant forms / systems pertaining to annual leave.

6. Associated Documentation

- Appendix 1: Annual Leave – Practices and Procedures
- Appendix 1.1: Annual Leave Request Form

7. Referenced Policies

- *Sickness Absence Management Policy*

8. Monitoring and Review

The Policy will be formally reviewed on an annual basis by the HR Office to reflect any legislative changes. Staff will be informed through regular email communication and through the staff portal regarding any updates to same.



Appendix 1: Annual Leave – Practices and Procedures

1. Annual Leave Year

The annual leave year runs for twelve months, i.e. from 1st September to 31st August each year.

2. Approval of Annual Leave

All applications for annual leave must be approved by the relevant Line Manager or nominee, i.e. on behalf of the Line Manager should they be absent.

3. Application Steps (for staff members who have computer access):

1. Complete the *Annual Leave Request Form* (Appendix 1.1) and email it to your Line Manager copying Leave Administration
2. Leave Administration will advise the Line Manager with regards to annual leave remaining. Please see 3c) below.
3. The Line Manager will also need to ensure that there is relevant cover within the function / department prior to making a decision regarding the staff member's request.
 - 3a) You should update the *Annual Leave Request Form* with annual leave dates you have taken and what dates you plan to take in this request.
 - 3b) Your Line Manager, if they are unable to approve your annual leave request, will advise as to the reason why.
 - 3c) It is essential that you track your annual leave entitlement utilising the *Annual Leave Request Form* (Appendix 1.1).

4. Application Steps (for staff members who do not have computer access)

1. Discuss the leave request firstly with your Line Manager to ensure that there is relevant cover within the relevant function / department prior to you making any annual leave arrangements (for example, booking a holiday abroad).
2. Should your Line Manager approve your annual leave request, complete the *Annual Leave Request Form* (Appendix 1.1), submit to your Line Manager who will then forward the form to Leave Administration.
3. Leave Administration will advise the Line Manager with regards to annual leave remaining. Please see 3c) below.
 - 3a) You should update the *Annual Leave Request Form* with annual leave dates you have taken and what dates you plan to take in this request.
 - 3b) Your Line Manager, if they are unable to approve your annual leave request, will advise as to the reason why.
 - 3c) It is essential that you track your annual leave entitlement utilising the *Annual Leave Request Form* (Appendix 1.1).

5. Important Notes:

- * Annual leave requests that do not follow the above steps may be rejected, delayed or not processed.
- * Annual leave requests procedures should be followed in order for Payroll to ensure payment.



* Line Manager when on annual leave, must nominate an individual to manage annual leave in their absence.

* The taking of annual leave should be planned in advance in order to allow the Line Manager / College sufficient time to arrange cover for the absence of employees. Therefore, before making a holiday commitment, employees must consult with their Line Managers regarding taking time off.

*It is essential that staff do not book any holidays abroad until their leave has been approved.

Staff members are required to ensure that their Line Manager or nominee is provided with advance notification of their intention to take annual leave so that appropriate cover arrangements may be made where necessary, and also that appropriate records may be maintained in compliance with Carlow College's policies and external legal requirements.

An *Annual Leave Request Form* (Appendix 1.1) must be completed and submitted to the Line Manager in accordance with the following notice periods.

The following notice must be given:

Annual leave	Notice
1–2 days	2 working days
3–5 days	2 working weeks
6+ days	4 working weeks

All annual leave is approved at the Line Manager's discretion. Every effort will be made to accommodate employees' requests, but, in certain instances, employees will be required to make alternative arrangements if their absence would cause operational difficulties.

The onus is on the employer to ensure that employees can avail of their annual leave entitlement in the leave year to which it relates. The time at which annual leave is taken is at the discretion of the employer, having regard to service requirements and subject to the employee's needs to reconcile work and family responsibilities, and his/her opportunities for rest and recreation.

6. Part-time Staff

Leave will be applied on a pro-rata basis for part-time staff.

7. Pay for annual leave

Pay for annual leave will be based on the normal weekly rate of pay.

8. Public Holidays

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

- Christmas Day
- St. Stephen'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

9. Annual Leave and Peak times (All Staff)

There are certain peak times within each department/function throughout the year and employees should always check with their Line Managers regarding these peak times as requests for annual leave for anyone within the department may not be approved. It is the discretion of the College to implement peak times due to business needs and prior notice will always be provided.

10. College Days

The organisation gives an additional number of paid College leave days every year (for example Good Friday and days during the Christmas and Easter breaks). These discretionary days are in addition to annual leave and public holiday entitlements. Due to different contractual arrangements, only certain staff will avail of these entitlements. The number of days may vary and their scheduling will remain at the discretion of the organisation and are dependent on operational and business requirements.

Pro-rata'd for part-time employees.

11. Carry-Over of Leave

Annual leave should be taken within the leave year. Only in exceptional and extenuating circumstances, some leave may be carried over to the following leave year. Approval and written authorisation from Human Resources in consultation with the Line Manager must be sought in these circumstances. Should leave be carried over into the next leave year, it must be taken within four-weeks and not exceed this period. The College reserves the right to assign to you any outstanding annual leave, subject to one month's notice.

NOTE: Carlow College does not permit staff taking annual leave from the next 'leave calendar', i.e. if a staff member has utilised all of their annual leave in the current leave year, they are unable to take next year's annual leave entitlement.

12. Cancelling of Annual Leave

1. If you wish to cancel your annual leave, the following steps must be taken:
2. Discuss your wish to cancel the leave with your Line Manager in the first instance.
3. An email from you (if you have email access) and your Line Manager should be sent to Leave Administration advising of the cancellation of the annual leave request.
4. If you do not have email access, your Line Manager must email Leave Administration advising of the cancellation of the annual leave request.

13. 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 staff member 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.

Please see the *Sickness Absence Management Policy* for further information.

14. Accrual of Annual Leave while on Sick Leave

From 1st August 2015 arising from the Amendment of the *Organisation of Working Time Act 1997*, the following applies:

- a) If an employee is absent from work on certified sick leave annual leave will accrue based on the statutory annual leave entitlement of 20 days per annum (pro rata for part time staff).
- b) The annual leave accrued while on certified sick leave must be discharged within 15 months after the end of the statutory leave year (i.e. leave accrued by 31st March in one year must be discharged by 30th June of the following year) or it is forfeited.
- c) Staff members who are unable to take their annual leave at the appropriate time due to certified illness and who terminate their employment/reach the end of a contract/retire within 15 months of the end of the year in which annual leave is so accrued may be entitled to a payment in lieu of this leave.

Please see the *Sickness Absence Management Policy* for further information.

15. Leaving the organisation

If an employee leaves the organisation and has accrued annual leave that has not been taken, the organisation will pay the employee for this accrued leave. If an employee leaves the organisation and has taken more annual leave than he or she has accrued, the organisation will claim back the amount owing to it from the final wages payment.

16. Recording of Annual Leave

Leave Administration currently manages and records all staff annual leave. This is done utilising a manual recording system where all data is secured and confidential. Annual leave records must be retained for at least three years as evidence that the employer is complying with the legislation.

17. Queries

Any queries or requests in relation to Annual leave should be directed to your Line Manager in the first instance. For further information, / queries in relation to the above, you can contact Leave Administration on the following:

- ahayden@carlowcollege.ie
- T: 059 91 53251

You can also contact the HR Office on policy related queries:

- hr@carlowcollege.ie
- T: 059 91 53 293



Appendix 1.1: Annual Leave Request Form

Section 1: Leave Request Information

*In line with the Annual Leave Policy, all employees must submit a formal request for annual leave.
*Employees are to complete **Sections 1, 2 and 3** in full ahead of submitting to their Line Managers and Leave Administration.

Name:		<p>Enter Year of Leave for e.g. September 2017 – August 2018</p> <p>Enter here to date, the dates in which you have applied and taken Annual Leave for e.g.</p> <p>02.10.2017 – ½ day (second half) 06.11.2017 – 10.11.2017 – 5 days</p> <p>.....</p> <p>Total Number of days taken so far for 2017: 5 ½ days Total Number of days left for 2017: 14 ½ days</p> <p>.....</p>
Department(s):		
Annual Leave Entitlement (Please enter entitlement here).	For e.g. 20 days	
Date(s) of Leave:	(If you are taking a ½ day, please indicate which half of the day for e.g. (second half of day/first half of day)	
Category of Leave:	Annual Leave	

Section 2: Leave Notice

***Employees are to tick the notice provided**

Leave	Advance Notice
1-2 Days	5 working days
3-5 Days	2 working weeks
6+ Days	4 working weeks

*The College will try to accommodate annual leave requests however, the needs of the College may have to take precedence, particularly where inadequate notice is given.

Section 3: Acknowledgement / Approval

Employee Signature:	Date:
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Section 4: Manager Approval

Above request approved:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Reason for decline of leave request:

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Manager Signature:	Date:
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Section 5: Office Use Only

Leave Calendar Updated:	Yes <input type="checkbox"/>
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Payroll notified:	Yes <input type="checkbox"/>
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