

DITSU CLG Annual Leave Policy

1. Introduction

This policy specifies the annual leave arrangements in place in DIT Students' Union. This policy is compliant with *The Organisation of Working Time Act 1997*.

2. Objective of the policy

DITSU CLG recognises that employee's need to have a work-life balance and the opportunities for rest and recreation. This policy outlines the policy and procedures for DITSU full-time staff taking annual leave.

3. Eligibility

All employees working under a contract of employment are entitled to annual leave. This policy specifically refers to full-time employees including full-time elected officers.

For part time employees, holiday entitlements are calculated at 8% of hours worked in the leave year (maximum of 4 weeks).

4. Procedure

4.1 Annual Leave Year

DITSU's annual leave year is from 1st July to 30th June the following year. Pro-rata leave will be granted to bring new employees in line with the DITSU leave year. DITSU employees must start the annual leave year with their full basic annual leave entitlement as outlined in the legislation.

4.2 Carrying Leave and Taking Annual Leave in Advance

All carried leave must be used within six months in the following leave year. A maximum of 5 working days may be taken in advance from the following years leave.

4.3 Timing of Annual Leave

The time at which employees take annual leave is determined by DITSU CLG. Annual leave will be restricted for staff members at certain times of the year, in order to fulfil the requirements of an employee's post, unless a request is made by special arrangement and approval.

DITSU CLG takes into account the employee's need to have a work-life balance and the opportunities for rest and recreation.

4.4 Leave Requests and Approvals

All leave requests must be submitted for approval through TeamSeer in advance of annual leave being taken. Only line managers/ President or their nominee can approve annual leave.

For an annual leave requests of one day, at least 48 hours' notice must be given. At least one weeks' notice is required in advance of 5 consecutive days leave and at least two weeks' notice is required for 10 consecutive days. Employees wishing to take paid annual leave longer than 10 consecutive days must in the 1st instance, it should be discussed with their line manager at least **four** weeks in advance, following permission from their line manager, leave must be recorded in TeamSeer.

4.5 Sickness and Annual Leave

If you are ill while you are on annual leave, a medical certificate is required stating you were sick during this period. The medical certificate must be given to HR and Training Executive as soon as you return to work. In this instance, the sick days will not count as annual leave and they will be available to you at a later date.

Employees on long-term sick leave under the *The Workplace Relations Act 2015* are entitled to the following:

- Statutory annual leave entitlements accrues during a period of certified sick leave.
- An annual leave carryover period of 15 months after a leave year will apply to those employees who could not, due to illness, take annual leave during the relevant leave year or during the normal carryover period of 6 months.
- On termination of employment, payment on lieu of untaken accrued annual leave will apply to leave which was untaken as a result of illness in circumstances where the employee leaves the employment within a period of 15 months following the end of he leave year during which the statutory leave entitlement accrued.

Please also refer to DITSU Management Absence due in Illness policy.

4.6 Annual Leave and Leaving Employment

Where an employee ceases employment and has outstanding annual leave, any balance must be paid for by DITSU CLG. If on the other hand, the employee has taken more leave than was due, then DITSU CLG may deduct monies from the employee's final pay.

4.7 Pay in lieu of Annual Leave

The Act does not allow an employer to pay an employee in lieu of annual leave. The Act only provides for payment in lieu of annual leave where the employment relationship is terminated.

5. Statutory Annual Leave

The legislation provides a basic annual leave entitlement of 4 weeks. There are 3 different ways of calculating the duration of the annual leave entitlement;

- Based on the employee's working hours in one year. An employee who has worked at least 1,365 hours in the leave year is entitled to the maximum of 4 working weeks' annual leave
- By allowing 1/3 of a working week for each calendar month in which the employee has worked at least 117 hours
- 8% of the hours worked in the leave year, subject to a maximum of 4 weeks.

An employee may use whichever of these methods gives the greater entitlement.

6. Public Holidays

There are 9 public holidays in Ireland each year. All DITSU employees are entitled to paid public holidays. The public holidays are as follows:

- New Year's Day (1st January)
- St Patricks Day (17th March)
- First Monday in May, June and August
- Last Monday in October

- Christmas Day (25th December)
- St. Stephen's Day (26th December)

Staff members will also benefit from Good Friday. While it is not a public holiday it is counted as an additional day.

7. Annual Leave and other leave

Annual leave is not affected by other leave provided for by law. Time spent on maternity leave, adoptive leave, parental leave, force majeure leave and the first 13 weeks of carer's leave is treated as though you have been in employment and this time can be used to accumulate annual leave entitlement.

In addition, employees may be granted extra days at Christmas/New Year and Easter as determined by the Board of DITSU CLG on a yearly basis.