



Athlone Institute of Technology

Annual Leave

Policy and Procedure

DOCUMENT CONTROL

VERSION & REVISION HISTORY

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1. Purpose

Athlone Institute of Technology (AIT) is committed to providing an inclusive and diverse environment in which all members of our community are valued and supported, both in the workplace and in their family life. The purpose of this document is to ensure that AIT employees are adequately informed of their annual leave entitlements. This document sets out the annual leave arrangements for employees of the Institute.

2. Definition

All employees, whether they are full-time, part-time or temporary are entitled to time away from the workplace for the purposes of rest and relaxation. These period(s) are referred to as annual leave.

3. Scope

This policy applies to professional, management & support staff employed by AIT.

4. Annual Leave Year

The annual leave year runs for 12 months from 1 January to 31 December each year.

5. Annual Leave Application Procedure

- a) Annual leave must be applied for online using the Employee Self Service (ESS) application process. Annual leave can be taken in full, half or quarter days.
- b) The line manager may approve or reject the leave application via the Core Manager Self Service (MSS) system.
- c) In the case of hourly paid employees, an application for leave form must be completed submitted directly to the function manager to be approved. If approved the leave form will be forwarded to the Human Resources department for processing.
- d) The line manager has discretion in relation to the approval / rejection of annual leave for each member of staff in their section in order to ensure effective business continuity can be maintained and with consideration to the individual needs of the employee.
- e) Application for annual leave must be submitted at least 5 days prior to the requested time off so that appropriate cover arrangements may be made where necessary. Discretion may be granted in case of emergency.

6. Carryover of leave

Annual leave must be taken within the leave year. Employees are permitted to carryover 5 day's annual leave into the following year. In exceptional circumstances, additional leave may be carried over to the following year with the approval of the line Manager and the HR

Manager, provided there is mutual agreement for it to be taken as soon as is practicable in the following leave year.

7. Public Holidays and Good Friday

In addition to annual leave, employees have an entitlement to 9 public holidays. These are as follows:

1 January	17 March
Easter Monday	First Monday in May
First Monday in June	First Monday in August
Last Monday in October	25 th December
26 th December	

Good Friday is in addition to the above dates although it is not a public holiday.

8. Christmas Closure

AIT closes for a number of days over the Christmas period. The number of days of closure may change from year to year depending on the requirements of the Institute. These days are deducted from employees overall annual leave entitlement. Employees will be informed of the exact dates and number of closure days at least 6 months in advance.

9. Annual Leave Allowances

The terms of the Department of Education and Skills Circular 0009/2014, available at [Circulars/cl0009_2014.pdf](#) sets out the revised annual leave arrangements for staff employed by Institutes of Technology other than lecturing staff effective 7th January 2014.

Employees who work part time, or for a proportion of the leave year, will have pro rata entitlements to annual leave.

a) Arrangements for existing staff employed before 7 January 2014

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. 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.

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.

b) Annual Leave for newly recruited employees or those promoted after 7th January 2014

Newly recruited employees have an annual leave entitlement set for the grade to which they are recruited, as set out in Table 1 below.

Annual leave arrangements for existing employees promoted after 7 January 2014, as set out in Department of Education and Skills Circulars are also set out in Table 1. With effect from 1 January, 2016 promoted employees will revert to their previous leave entitlement if the leave entitlement for the grade to which they were promoted in Table 1 is lesser than their previous entitlement. Annual leave entitlements for all employees promoted after 7 January 2014 will be subject to a maximum entitlement of 30 days.

Table 1

Senior Executive Officer (VIII)	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

c) Employees continuously employed before October 1990 and promoted after 7 January 2014

Employees promoted after 7 January 2014, who commenced employment in AIT before October 1990, continue to retain five additional days on a personal holder basis subject to a maximum entitlement of 30 days annual leave.

d) Annual Leave for Employees on Temporary Promotions

Employees on revised annual leave arrangements as a result of a temporary promotion or secondment will return to the entitlement of their substantive post following the ending of the temporary promotion.

10. Roles and Responsibilities

a. Managers

- Read and understand 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;
- Authorise any necessary documentation; and
- Promote an environment of equality, diversity and inclusion which support family-friendly initiatives.

b. Employees

- Read and understand this policy and make themselves aware of their obligations;
- Provide reasonable notice to the manager 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;
- Complete the relevant documentation within the locally agreed timelines and submit same to the relevant parties; and
- Make themselves aware of any other relevant AIT's processes and policies that interact with this policy.

c. Human Resources

- Upon request explain to employees their entitlements
- Act with discretion when required and with due regard for the circumstances; and
- Liaise with the relevant employee, where necessary
- Update this policy and communicate to all employees and managers

For queries on this policy please email hr@ait.ie