



**etbi**  
Education and Training  
Boards Ireland  
*Boird Oideachais agus  
Oiliúna Éireann*

# ANNUAL LEAVE

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## POLICY

*For all staff in  
Education and  
Training Boards  
Ireland*

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Document Reference Number	HR024 Annual Leave
Implementation Date	<b>Operational</b>
Review Date	13 November 2023
Next Review Date	13 November 2025
DES Circular Letter	Statutory annual leave and public holiday entitlements are set out under Part III of the Organisation of Working Time Act, 1997. DES Circular – CL0008/2014
Date approved by ETBI Board	26 <sup>th</sup> January 2021

## **I. PURPOSE**

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The policy specifies the arrangements in place for the administration and monitoring of annual leave. The policy aims to ensure the fair and even distribution of annual leave that reflects the skills mix and services needed to maintain the organisation's business commitments.

## **2. STAFF MEMBERS COVERED BY THIS POLICY**

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The policy applies to all staff employed directly by ETBI, through an agency to ETBI and seconded to ETBI

## **3. DETAILS**

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- 3.1 The annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. Annual leave must be taken within the appropriate leave year.
- 3.2 Annual leave entitlement is specified in each staff member's contract of employment. Employees will be notified of any changes that may occur.

## **4. ANNUAL LEAVE AND PUBLIC HOLIDAYS**

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### **Annual Leave**

- 4.1 All requests for annual leave must be submitted through the Zoho People

- 4.2 Requests for annual leave for periods of one week or more must be submitted at least 4 weeks prior to the commencement date of the requested leave and will only be approved in line with business needs.
- 4.3 Shorter request periods for annual leave may be considered from time to time by line managers but will be the exception rather than the rule for business planning purposes.
- 4.4 Requests for annual leave must be approved by the line manager before the leave can be taken.
- 4.5 Generally no more than 10 working days annual leave may be taken at any one time. Longer periods of annual leave may be considered on a case-by-case basis.
- 4.6 Part-time staff are entitled to 8% of the hours worked in the leave year (up to a maximum of 4 working weeks).
- 4.7 The General Secretary may grant discretionary company days from time to time.
- 4.8 ETBI designates a number of days each year when annual leave days must be taken due to a closure period, i.e. Christmas. These days have been incorporated into annual leave entitlements. Staff must retain adequate annual leave to cover such closures.
- 4.9 A maximum of 5 days annual leave can be carried from one calendar year to the next but must be taken by 31<sup>st</sup> March of the following year, otherwise the leave is forfeited. Exceptions to the five-day carry-over limit may be considered on a case-by-case basis.
- 4.10 Directors have the right to ask staff reporting to them to take a maximum of five days annual leave during quiet periods. It must be stressed that this is rare and ample notice will be given.
- 4.11 Payment for annual leave will be via the normal payroll runs, covering the appropriate periods.

## Public Holidays

- 4.12 Full-time staff are entitled to 9 statutory public holidays in accordance with the Organisation of Working Time Act, 1997.
- 4.13 Where a staff member's regular working days are Monday to Friday, they will receive a paid day off on the public holiday.
- 4.14 Part-time staff are entitled to statutory public holiday benefits where they have worked at least 40 hours in the 5 weeks before the public holiday.
- 4.15 The ten statutory public holidays are as follows:
- New Year's Day
  - First Monday in February
  - St. Patrick's Day
  - Easter Monday
  - First Monday in May
  - First Monday in June
  - First Monday in August
  - Last Monday in October
  - Christmas Day
  - St. Stephen's Day

## 5. ANNUAL LEAVE ENTITLEMENTS PER GRADE

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The table below details the annual leave entitlements per grade or analogous grade.

Grade / Analogous Grade	Days per Calendar Year
Assistant Principal Officer and above	30 days
Grade VII – Administrative Officer	29 days
Grade VI – Senior Staff Officer	27 days
Grade V - Staff Officer	25 days
Grade IV – Assistant Staff Officer	23 days
Grade III – Clerical Officer	22 days

## 6. VARIATION

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The policy may be amended at any time following consultation between management and staff.

## 7. REVIEW OF POLICY

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There will be a review of this policy two full years after its introduction or earlier if deemed necessary by ETBI management.

